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ABSTRACT

The primary objective of this guide is to help librarians select adult services reference tools which cover many different topics, with special emphasis on recent social and technological changes. Arrangement is topical, with particular attention given to the following topics: AIDS, abortion, the environment, economic problems, the crisis in public education, ethnic minorities, women, and area studies. Databases and CD-ROMs are emphasized; hard copy and electronic versions of reference works are listed, if both formats are available. Section 1, "Reference Sources," is a bibliography that lists 678 annotated items plus 208 additional sources in notes, which appear after relevant entries or subsections. The notes list supplemental titles on subjects in high demand; suggest less expensive titles serving the same purpose; identify works on related topics; or provide additional information about the subject area. A buying guide appears at the end of each chapter, suggesting when and in which order to purchase materials. Section 2, "Reference Services," consists of ten essays that focus on planning and managing reference services, and on situations and problems frequently encountered by reference librarians, each followed by titles for further reading. A subject index for section 2 concludes the guide. (MAS)

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HANDBOOK OF REFERENCE SOURCES AND SERVICES
FOR
SMALL AND MEDIUM-SIZED LIBRARIES

2d edition

by

Margaret Irby Nichols

Texas State Library
Library Development Division
Austin, Texas
1994

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PREFACE

This handbook continues an effort begun more than sixteen years ago to help Texas libraries to provide better reference service for their patrons. The original work was the Preliminary Edition of Handbook of Reference Services, prepared for use at a Basic Skills Institute held in September 1977 at Texas A&M University. Within four years, the Second (1979) and Third (1981) Editions followed. Since then, I have compiled three small guides for the Texas State Library: Current Texas Reference Sources: A Sesquicentennial Guide (1985), Selecting and Using a Core Reference Collection (1986), and its revision, Selecting and Using a Core Reference Collection, 2d ed. (1993). The first, which focused on in-print works on the state's history, culture, and geography, attempted to help librarians in meeting demands generated by the 1986 Sesquicentennial celebration. As an additional service to the library community, the Texas State Library sponsored a series of seven workshops on library preparation for the Sesquicentennial year. As the presenter for these workshops, I had an opportunity to talk with numerous librarians from around the state. Many from small libraries expressed a need for guidance in selecting materials which would enable them to provide basic reference services. Others wanted an updated version of the Handbook of Reference Sources, 3d ed., which was beginning to show its age. Selecting and Using a Core Reference Collection was designed to answer the first request. In response to the second request, the Library Development Division of the Texas State Library surveyed the ten systems coordinators to determine the desirability of an updated version of the Handbook, and if a need existed, what changes and additions would enhance its usefulness to small and medium-sized libraries. The coordinators endorsed a revision and made numerous suggestions for its improvement. Handbook of Reference Sources and Services for Small and Medium-Sized Libraries (1988) resulted. Numerous subject areas and essays on providing services were added; thus the change in title.

In planning that revision, I again decided to address it to small and medium-sized libraries. Most public libraries, of course, are in cities of less than 75,000 population. As a working definition, I used the term "small" to classify libraries serving a population of less than 20,000 and "medium-sized" for those in cities in the 20,000-75,000 range. After visiting libraries in each category, I concluded that the new handbook should list about 750 sources, the average size of reference collections in the larger libraries sampled. The work addressed the reference needs of adult services, and listed only encyclopedias and dictionaries appropriate for juveniles, since they may also be useful to more mature patrons. The primary objective of that revision was to select quality reference tools which cover many different topics. The current work, the Second Edition of Handbook of Reference Sources and Services for Small and Medium-Sized Libraries, furthers that objective.

The Second Edition covers many topics not included in the earlier work. Drastic social changes have come about during the last five years, requiring libraries to meet many new demands. This revision reflects those changes, listing reference works which focus on AIDS, abortion, the environment, economic problems, the crisis in public education, and many other social issues. New topics appear, such as adolescence, air quality, bereavement, civil rights, and eating disorders. More attention is given to reference works concerning ethnic minorities, women, and area studies. Databases and CD-ROMs receive a great deal of emphasis. Both hard copy and electronic versions of reference works are listed, if both formats are available. A number of databases and CD-ROMs such as indexes and encyclopedias are main entries in the guide. All such products included are indexed under their formats in the subject index.

"Section I: Reference Sources" lists 678 numbered items and 208 additional sources in Notes, which appear after relevant entries or at the end of subsections. The availability of many more acceptable tools on new and high interest topics make the selection more inclusive. One hundred four more titles are listed than in the previous edition.

Notes are designed to serve several purposes. Often they include additional titles which could be purchased if the subject area is in high demand. Some Notes suggest less expensive titles which could be substituted for the numbered item(s). Other notes identify works on related topics, or provide additional information about the area. In some instances, libraries which hold titles suggested in Notes may find it unnecessary to purchase numbered items.

All numbered items and those cited in Notes are in print, or at least were listed in the 1992-93 edition of Books in Print or its 1993 Supplement, and/or the publisher's catalog. Each entry provides the latest price and the International Standard Book Number (ISBN) or other acquisition identification (the Stock Number or S/N for U.S. government publications, the International Standard Serial Number or ISSN for periodicals or continuations). I have listed addresses for obscure publishers whose works must be ordered directly from them, and toll-free telephone numbers when price information was unavailable or complex.

Organization of Section I is the same as that used in the three previous editions--by types of sources or broad subject areas, and subdivided by general works, kinds of material and/or specific fields. General biographical sources are listed in "Chapter C"; those biographies limited to one area--literature, art, music, etc.--are placed with the subject field. Annotations focus on the scope and primary purpose of the work.

As in the previous edition, a "Suggested Purchase Plan" is included at the end of each chapter, which is similar to the overall buying guide provided in both editions of Selecting and Using a Core-Reference Collection. The purchase plans suggest when and in what order to purchase the reference works listed in the chapter. First, are listed continuations that should be purchased on a regular (annual, biennial) basis. Second, are cited items that appear on a continuing basis, but in some situations could be acquired every few years. The remaining one-time purchases are grouped in priority order. Within each group, titles are listed alphabetically, not by rank. General sources usually receive a high priority, while sources on other specific topics are divided among the groups. Popular topics receive a higher priority than less popular ones.

Two new features have been added to the "Suggested Purchase Plans." Those items in the continuation sections and Group #1 which are considered "first purchases," or the most important sources, are starred. A new category, "Optional Purchases," has been added. The latter includes works which should be purchased, if there is a special need. Many are expensive items, such as the literary criticism sets published by Gale (ca. $400 each year) or the new Guinness Encyclopedia of Popular Music ($295). Some are CD-ROM products which many libraries are not yet ready to purchase. Others are important publications the librarian should know about, but which may not be in high demand in most libraries, such as the Speech Index or American Educator's Encyclopedia.

These purchase plans should be used with caution and not strictly followed. The librarian should be flexible and try to satisfy the needs of the library's clientele. Libraries of the same type and size, indeed, have many similarities, but they may differ widely in their needs. One library may be used heavily by the business community, while another is not; types of school assignments vary from one community to another; some libraries support the needs of undergraduates who attend a nearby college; hobbies and interests differ from one location to another. These and other factors such as budgetary constraints must be considered in building the library's reference collection. One library, therefore, may place a high priority on a work listed in the last group, because it appears to meet a known need, but reject a title in the first-purchase group. Another may choose an expensive general item such as McGraw-Hill Dictionary of Science & Technology ($95) instead of acquiring a dictionary for each subject field, which could be far more expensive. One library is equipped to handle CD-ROM products and is anxious to do so, while another finds its budget will not withstand the cost of the equipment and the products, which can amount to thousands of dollars.

"Section II: Reference Services," a new section included in the previous edition, has been continued. Librarians, of course, rely heavily on the reference collection, the tools of their profession, and are concerned about its content and currency. Other aspects of their work, however, require decision making and expertise. It seems appropriate, therefore to provide not only guidance in selecting reference materials, but also advice on other matters. The ten essays in this section focus on planning and managing reference services and on situations and problems frequently encountered by reference librarians. Eight were written especially for this handbook, and two are reprints of columns published in Texas Library Journal. Nine of the essays are the same as those contained in the previous edition, with some updating, but one is completely revised. Due to rapid changes in the area, "Electronic Reference Services" serves as a replacement for "Computerized Reference Services." Each essay addresses a single topic, but reference services and their attendant problems often are interrelated; thus thoughts, ideas, and suggestions overlap. Read singly, they provide an overview of each topic, followed by titles for further reading. As a whole, this Section constitutes a concise "textbook" on the major issues and problems faced in providing services.

Indexing for Section I, which is by title and subject only, is located at the end of the handbook. There is no indexing by author or editor, since few works are known by those names. Subject-index headings for Section I are based on a combination of standard catalog entries and natural language. To make this section as useful as possible, there are numerous cross references. I hope the subject index will be used to identify items for possible purchase. When the existing collection does not meet current needs, check the index to see if it lists an affordable source. If, for example, you have had several unfulfilled requests for information on hazardous chemicals, peruse the subject index for a reference book on the subject (Rapid Guide to Hazardous Chemicals in the Workplace and several other works on hazardous products are cited under the subject entry "hazardous materials."). A subject index for the essays in Section II concludes the guide.

August 8, 1993
Denton, Texas

Margaret Irby Nichols

SECTION I:

REFERENCE SOURCES

A. GUIDES AND BIBLIOGRAPHIES

This chapter lists aids to selecting and purchasing reference works, circulating books, periodicals, government publications, and pamphlets. In addition to guides to selection, such as Reference Sources for Small and Medium-Sized Libraries and Public Library Catalog, periodicals containing reviews of new materials also are listed. Guides are dated from the day they appear, since new works are published continually. Periodicals such as Reference Books Bulletin (which is included in Booklist), therefore, alert the selector to new publications and to revisions and supplements to older works which may be held by the library. Acquisition aids, such as Books in Print, are not selection tools, since they do not evaluate the materials they list. Selection of material should be based on an objective appraisal by a competent reviewer. Acquisition aids are essential tools, however, since they list current editions and formats, along with prices, ISBNs, and other order information.

Guides to Reference Sources

A1. Guide to Reference Books for School Media Centers. Margaret Irby Nichols. Libraries Unlimited, 1992. 463p. $38.50 ISBN 0-87287-833-3

Intended as a comprehensive survey of current reference materials suitable for all levels of school libraries, this work lists and annotates 2,280 titles covering all curricular areas as well as extracurricular interests of children and young adults. Annotations, which also indicate level, provide assistance in identifying basic sources suitable for a core collection. Since public libraries also serve students at all levels, this guide is equally useful as a public library selection aid.

A2. Reference Sources for Small and Medium-sized Libraries. 5th ed. Ad hoc Subcommittee of the Reference Sources Committee of the Reference and Adult Services Division. Jovian P. Lang, ed. American Library Association, 1992. 317p. $25 ISBN 0-8389-3406-4

This work lists and succinctly annotates 1,974 reference works suitable for small and medium-sized libraries. Sources are in all formats, including microforms, databases, online services, and CD-ROMs, and include all levels, juvenile through adult. Entries give full bibliographic data, order information, and level (J-juvenile; Y-young adult; no symbol-adult). The guide is intended as an evaluative checklist and as a selection tool.

A3. Texas Reference Sources: A Selective Guide. A project of the Reference Round Table, Texas Library Association. The Association, 1987. 235p. (Order from TLA, 3355 Bee Cave Rd., Suite 401, Austin, TX 78746)

A new edition of this work is in preparation and should be published in late 1993. It provides the most complete subject access to Texas reference sources available, almost 1,900 in number. Full bibliographic data, usually followed by a brief annotation, is provided for books and selected periodicals and dissertations.

Note: Small libraries will find Selecting and Using a Core-Reference Collection, 2d ed., by Margaret Irby Nichols (Texas State Library, 1993) a useful selection aid. American Reference Books Annual (Libraries Unlimited, 1970 to date. Annual. $87.50) and its abridged version Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers (Libraries Unlimited. Annual. $39.50), focus on each year's new and revised reference books. The annotations (or short reviews) tend to be critical. Recommended Reference Books in Paperback, 2d ed., by Andrew L. March (Libraries Unlimited, 1992. 263p. $37.50 ISBN 1-56308-067-2) lists nearly 1,000 in-print paperback reference books, chosen for their value in reference collections.

Current Reviews

A4. Reference Books Bulletin. A separate publication within Booklist. American Library Association, 1969 to date. Semimonthly, monthly in July and Aug. $56/yr. ISSN 0006-7385

RBB provides reviews of some 450 new reference books annually which are likely to be of general interest to libraries. The reviews are critical, stressing comparative evaluations with similar works, and end with either a recommendation for purchase by a specific type of library or a statement that the work is not recommended. Several omnibus articles, which survey a specific type of reference work--world atlases, desk dictionaries, style manuals, children's dictionaries, etc.--appear each year. An annual encyclopedia update is a regular feature. Reference Books Bulletin, 19__ (American Library Association. $25) is an annual cumulation of the year's reviews, arranged by subject area.

A5. RQ. Reference and Adult Services Division, American Library Association, 1960 to date. Quarterly. Membership journal. $42/yr. to nonmembers. ISSN 0033-7072

In addition to several regular columns, such as those concerning adult services, collection development, and library literacy, and four to six research articles on topics related to reference and adult services, RQ is an important review source for new and revised reference books. "Sources," which includes sections on databases, reference books, and professional materials, provides critical reviews, written by practicing librarians.

A6. Wilson Library Bulletin. Wilson, 1914 to date. Monthly except July and Aug. $52/yr. ISSN 0043-5651

WLB contains reviews of circulating books for all levels, audiovisual materials, professional books, software, CD-ROMs, and other materials. "Current Reference Books," a regular column, contains critical reviews of some 20-25 reference books in each issue.

Note: Library Journal (see below) includes a review section for new reference books.

Bibliographies

A7. Books in Print. R.R. Bowker, 1948 to date. Annual. 8 vols. Vols. 1-3, Authors; vols. 4-6, Titles; vol. 7, Out of print and out of stock indefinitely; vol. 8, Publishers. 1993-94 ed., $425. Supplement (each year in March), 3 vols. $299.95. The Books in Print database is available in four versions: online on Dialog, $60/hr. search time; BRS Information Technologies, $71/hr. search time; on microfiche, quarterly, $735/yr.; and on CD-ROM as Books in Print Plus, $1,095/yr.

BIP provides access to over 1.2 million titles, published or exclusively distributed in the United States, from 40,000 publishers. Each entry includes complete and current bibliographic and order information.

Note: Some libraries also may require Subject Guide to Books in Print (Bowker, 1957 to date. Annual. 1993-94 ed., 5 vols., $299/yr.) and Forthcoming Books (Bowker, 1966 to date. Bimonthly. $227/yr. ISSN 0015-8119). The former lists nonfiction titles arranged under LC subject headings. The latter alerts the user to new books or ones to be published during the next five months, as well as postponements and changes in publication plans.

Selection Aids--Books

A8. Public Library Catalog. 9th ed. Wilson, 1989. $180/inc. main vol. and four annual paperbound supplements. ISBN 0-8242-0778-5 (A new edition is expected in 1994.)

The main portion of this work, arranged according to the Dewey Decimal Classification system, lists some 7,250 adult nonfiction titles selected for their usefulness in medium-sized libraries. A second section is an author, title, subject, and analytical index; a third is a directory of publishers.

Note: Fiction Catalog, a companion volume, is described in the "Literature" chapter.

A9. Booklist. American Library Association, 1905 to date. Semi-monthly, monthly in July and Aug. $56/yr. ISSN 0006-7385

This periodical is a standard selection tool for small and medium-sized libraries. Arrangement is by broad classes--adult non-fiction, fiction, books for young adults, children's books, etc. Reference Books Bulletin (see above) is a separate publication within Booklist.

A10. Library Journal. Bowker, 1876 to date. Semimonthly, monthly in Jan. and Dec. $79/yr. ISSN 0363-0277

LJ includes several feature articles on timely topics; regular columns on management, databases, and automation; news of interest to the library community; and a review section. Reviews, signed by practicing librarians, are arranged by broad areas; e.g., arts and humanities, social sciences, and science and technology. There also are sections for fiction, professional reading, reference, magazines, video, and audio.

Selection Aids--Media

A11. Media Review Digest. Pierian Press. Annual. $245/yr. ISSN 0363-7778

This annual provides indexing for reviews of nonbook media (over 75,000 per year) appearing in some 130 periodicals--videocassettes and videodiscs; filmstrips; educational spoken-word records, tapes, and compact discs; slides, kits, maps, transparencies, globes, charts, games, and other such items; and educational and feature films. Film awards and prizes are noted. Indexing is by subject, categories, reviewers, geographical region, and videos.

Note: Media Resource Catalog (National Archives and Records Administration, National Audiovisual Center. Annual. Free. Request at 8700 Edgeworth Dr., Capitol Heights, MD 20743-3701) lists some 600 programs produced by federal agencies--film, video, filmstrips, slide sets, and multimedia kits. Bowker's Complete Video Directory (Bowker. Annual. 3 vols. $205/yr.) lists some 120,000 programs on 75,000 entertainment and educational videos. Index to AV Producers and Distributors (Plexus, 1991. 3 vols. $75/pa.) gives information on some 92,000 films and videos, making it the most comprehensive guide to educational audiovisual material. Library Journal, School Library Journal, and Booklist all include reviews of media.

Selection Aids--Periodicals

A12. Free Magazines for Libraries. 3d ed. Adeline Mercer Smith and Diane Rovena Jones. McFarland, 1989. 238p. $19.95pa. ISBN 0-89950-389-6

Free magazines generally are distributed by associations and corporations. This guide identifies and annotates some 450 of those most useful in libraries and provides data for obtaining them. Arrangement is by 130 subject areas.

A13. Magazines for Libraries. 7th ed. Bill A. Katz and Linda Sternberg Katz. Bowker, 1992. 1,212p. $139.95 ISBN 0-8352-3166-6

Descriptions of more than 6,000 magazines listed under 145 subject headings comprise this guide. Entries give bibliographic data; frequency; cost; size of circulation; where indexed; type of intended audience; and availability on microform, microfiche, or online. More recent information can be found in the section "Magazines," a regular feature of Library Journal.

Note: The most complete listing of worldwide periodicals and irregularly published serials is contained in Ulrich's International Periodical Directory, 32th ed. (Bowker, 1993-94. 5 vols. $395). Ulrich's Online, updated monthly, is available through Dialog, $65/hr. search time. The microfiche version, issued quarterly, is $325/yr. Ulrich's Plus, the CD-ROM version, is $465/yr.

Selection Aids--Government Publications

A14. Guide to Popular U.S. Government Publications. 3d ed. William G. Bailey. Libraries Unlimited, Fall 1993. 340p. $39.50 ISBN 1-56308-031-1

The second edition of this work lists and annotates some 2,500 titles, giving full bibliographic and order information. The 3d edition, announced for Fall 1993, will cover the period from mid-1989 through 1992, and include approximately the same number of titles. Government publications reflect almost every aspect of life in America.

A15. New Books: Publications for Sale by the Government Printing Office. U.S. Government Printing Office, 1982 to date. Quarterly. Free. (Ask to be placed on the mailing list: Superintendent of Documents, Mail Stop: SSOM, Washington, D.C. 20402-9373.)

Each issue lists publications released during the previous quarter, giving price and stock number. Arrangement is by topic--business & labor, census, energy & environment, health topics, etc.--but there are no annotations.

A16. Subject Bibliography Series. U.S. Government Printing Office. 1976 to date. Free.

This series contains some 250 free annotated bibliographies on popular subjects--smoking, drugs, abortion, etc. Each bibliography is updated annually to include currently available materials. A free copy of the Subject Bibliography Index (SB-888) can be requested from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, or from any Government Book Store. The Index also serves as an order form for requesting the free bibliographies.

A17. Tapping the Government Grapevine: The User Friendly Guide to U.S. Government Information. 2d ed. Judith Schiek Robinson. Oryx, 1993. 228p. $34.50pa. ISBN 0-89774-712-7

Various types of federal government information searches are discussed--legislation and regulations, statistics, patents, scientific reports, Freedom of Information Act requests, and National Archives material. Search-tip boxes, time-saving finding charts, and reproduction of sample pages and screens (CD-ROMs) also are included.

A18. U.S. Government Books. U.S. Government Printing Office, 1983 to date. Quarterly. Free. Request from Superintendent of Documents, Government Printing Office, Washington, D.C. 20402

This quarterly catalog lists and annotates about 1,000 government publications in each issue, arranged topically. Order information, as well as order blanks and instructions for ordering, are provided. Each issue begins with a "Latest Arrivals" section. Dates of other publications should be noted, since they reflect a variety of publication dates.

A19. Texas State Documents. Texas State Library, Texas State Publications Clearinghouse, Box 12927, Austin, TX 78711. Free.

All Texas libraries should be on the mailing list to receive this free listing of state documents. It is a three-part reference source, current-awareness tool, and acquisition aid. Publications listed include monographs, annuals, and series. Part I is a checklist of Texas state government publications received by the Clearinghouse during the month of coverage, arranged alphabetically by the key word in the agency's name. Part II is the subject index, and Part III is the title index to documents listed in Part I. Periodicals are listed in the Texas State Documents Periodical Supplement, which also is free upon request. The checklist provides order information for documents available on microfiche from the Texas State Library. Some documents, however, may not be purchased and are available only at depository libraries. (A list of depository libraries is contained in each issue of the checklist.) Some documents may be obtained in paper editions free on request from the publishing agency.

Selection Aids--Pamphlets

A20. Vertical File Index: Guide to Pamphlets and References to Current Topics of Public Interest. Wilson, 1935 to date. Monthly except Aug. $50/yr. Also available on WILSONLINE from December 1985 to date.

Pamphlet materials are an essential part of the reference department in any library, since they often provide the most current information on many topics and at the least expense. Emphasis of Vertical File Index is on free and inexpensive pamphlets and non-book materials on occupations, hobbies, do-it-yourself instructions, nutrition, tourist guides, and the latest information on taxes, personal economy, business, and industry. Many government publications are included. Arrangement is alphabetical by subject, and order information and descriptions are presented for each item. There also is a title index and quarterly and semi-annual subject indexes.

Suggested Purchase Plan--Guides & Bibliographies

Annual

Booklist (includes Reference Books Bulletin. A4) A9
Books in Print. A7
Library Journal. A10
Media Review Digest. A11
New Books (free--ask to be placed on mailing list) A15
Subject Bibliography Index (free-request a copy and ask for as many free bibliographies as needed) A16
Texas State Documents (free-ask to be placed on mailing list) A19
U.S. Government Books. (free-ask to be placed on the mailing list) A18
Wilson Library Bulletin. A6

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Public Library Catalog. A8
Texas Reference Sources. (order when new edition is published in late 1993) A3
Tapping the Government Grapevine. A17

Group 2

Free Magazines for Libraries. A12
Guide to Popular Government Publications. (order when new edition is published in fall 1993) A14
Guide to Reference Books for School Media Centers. A1
Reference Sources for Small & Medium-Sized Libraries. A2

Optional Purchases

(purchase if needed)

RQ. A5
Vertical File Index. A20

B. GENERAL WORKS

Almanacs

Almanacs are compendiums of useful data on events, people, topics, and statistics on a wide variety of areas--health, election results, sports, populations, countries of the world, etc. The almanacs listed below are international in scope, but with emphasis on the United States.

B1. Information Please Almanac. Houghton, 1947 to date. Annual. 1993 ed., $15.45; $7.50pa.

This annual duplicates much of the data contained in World Almanac (see below), but the differences justify its purchase. Chronologies, directory information, statistics, and maps receive considerable attention. Recent special features include a job outlook to 2005, an environmental quality index, travel scams, and a statistical profile of the U.S.

B2. World Almanac and Book of Facts. World Almanac/Pharos Books; distr. by St. Martin's Press, 1868 to date. Annual. 1993 ed., $16.95; $7.95pa.

The best known and most useful American almanac, this work is an indispensable quick-reference source. It offers statistical and factual data on social, political, economic, educational, religious, historical, industrial, and agricultural topics. Among it useful features are a chronology of the previous year's events, major actions of Congress and decisions of the Supreme Court, and obituaries of deceased notables. Each annual is extensively indexed, making the contents easily accessible.

Note: The Universal Almanac (Andrews & McMeel. Annual. 1993 ed., $19.95; $12.95pa.) began in 1990. It is a worthwhile supplement to Information Please Almanac and World Almanac. Texas Almanac, listed in the "Social Sciences" chapter, is an essential reference tool in any Texas library.

Directories

The most commonly known and most often used directory is the telephone book. Libraries should hold telephone directories for cities in their own regions and large cities in the state. During the last several years, telephone companies have charged libraries for directories other than their own, but that policy appears to be changing. Call the companies' business offices for information.

City directories, about which there are a number of ethical questions, also are collected, at least local ones. They not only are valuable for current usage, but for their future historical and genealogical research value.

Directory information is found in a number of sources listed in this section of the Handbook; e.g., almanacs provide addresses for national nonprofit organizations, commercial companies, etc. Other sections of the Handbook also contain directories--colleges and universities and other educational facilities in the "Education and Career Guidance" chapter; congressmen and state officials in the "Political Science and Law" chapter; and manufacturers and corporations in the "Business and Economics" chapter. Directories listed below are general in nature and not appropriate for other sections of this work.

B3. Encyclopedia of Associations: 1993. Volume I: National Organizations of the United States. Gale. Annual. $305/set. Available online through Dialog and on CD-ROM.

The first two parts of this three-part volume provides names and addresses for over 23,000 organizations, associations, and nonprofit groups. Information for each group includes address, chief executives, purpose and activities, membership, publications, convention schedule, and other details. Part 3 consists of name and key word indexes to the first two parts. Other volumes in the series are Geographic and Executive Index, New Associations, and Update Service.

B4. Foundation Directory. 14th ed. The Foundation Center; distr. by Columbia University Press, 1992. $150pa. ISBN 0-87954-439-2 Foundation Directory Supplement: 1992. The Foundation Center, 1992. $95pa. ISBN 0-87954-453-8

B5. Foundation Directory, Part 2: A Guide to Grant Programs 25,000 Dollars--100,000 Dollars. The Foundation Center; distr. by Columbia University Press, 1990. $150pa. ISBN 0-87954-378-7

The main volume of this directory gives full information on some 3,000 U.S. foundations with assets of at least one million dollars which make grants of at least one hundred thousand dollars each year. Arrangement is by state and then alphabetical by name of foundation. Indexing is by field of interest, cities within states, donors and trustees, and names of foundations. Part 2 provides the same type of information for smaller foundations.

B6. Directory of Texas Foundations. Funding Information Center of Texas. 1993 ed., $110 (Order from P.O. Box 15070, San Antonio, TX 78212-8270)

Formerly Hooper Directory of Texas Foundations, the current edition provides data on over 1,000 Texas foundations with assets in excess of $20,000. Arrangement is by city. Entries include activities for which grants are made, income, assets, and addresses. The Center also publishes The Analysis of Texas Foundations ($59), a useful supplementary publication which analyzes foundation activities.

B7. National Five Digit ZIP Code and Post Office Directory. U.S. Postal Service. U.S. Government Printing Office, 1974 to date. Annual. $15 S/N 039-000-00198-2 Available at main post offices.

This annual provides a comprehensive listing of ZIP code information for all post offices and street addresses in the United States and for APOs and FPOs. Arrangement is by states, and then cities and towns, broken down by streets. The smaller directory, which the post office also publishes, should not be purchased, since it omits street address codes. Mailing information and current postal regulations also are included in the larger directory.

B8. Where to Write for Vital Records: Births, Deaths, Marriages, and Divorces. U.S. Dept. of Health and Human Services, Division of Vital Statistics. U.S. Government Printing Office. $1.75 S/N 017-022-01109-3

This essential source contains unique information on obtaining the types of documents named in the subtitle--where to write, cost, and other pertinent information.

Note: AT&T 800 Directory (AT&T Directory, P.O. Box 44068, Jacksonville, FL 32232-4068. $14.95pa./business edition) will be needed in most libraries.

Encyclopedias

General encyclopedias are indispensable reference tools in libraries. Since both adult and juvenile sets contain a wealth of factual data, they are used to answer questions of the who, what, when, and why variety. They also are a source of background information. When an overview or explanation of a subject is required, general encyclopedias usually can be relied upon to present accurate information in a style understandable to a large number of patrons. Since most encyclopedias include references for further reading on each topic included, they also are useful for bibliographic purposes. The illustrations and maps also enhance their reference value. Most encyclopedias place an emphasis upon appropriate pictorial materials, often in color. Maps of countries, small political units, and other areas are a special feature of most sets, making them valuable assets in all libraries.

B9. Academic American Encyclopedia. 21 vols. Grolier. $660/set to libraries.

B10. The New Grolier Electronic Encyclopedia. CD-ROM. Grolier. $395; $97/upgraded disk for owners of earlier versions.

Academic American focuses upon short, factual articles, some 33,000 in number, supported by about 18,000 illustrations and an extensive index. The set is aimed at high school and college students, and is useful for adults seeking a brief summary of the facts on a topic. The CD-ROM version of Academic American, New Grolier Electronic Encyclopedia, contains all articles in the printed version and many of the pictures from the parent set. The product is available in MS-DOS, Macintosh, and Windows/MPC versions. The new edition has added digitized video segments in both MS-DOS and Macintosh versions which include historical events and famous people in history, NASA missions, and sports events. Animated segments have been added on weather, the human body, the solar system, and several other topics. Other new features for all versions are the "Timeline," which allows users to journey through history; the "Knowledge Tree," for exploring broad categories of topics; new color and black-and-white pictures (bringing the total to more than 3,000); and over 250 high-resolution color maps of all regions of the world and all 50 states. Audio excerpts include famous speeches, musical compositions, animal sounds, bird calls, and musical instruments.

B11. Collier's Encyclopedia. 24 vols. Macmillan Educational Corp. $959/set to libraries.

The arts, humanities, social sciences, and biography are particularly well represented in this quality set, popular with its intended audience, high school and college students, and adults. The 25,000 entries, which are predominately broad topic in approach, are almost all signed by contributors, who are recognized authorities in their fields. The set is supported by 17,600 illustrations, most in color, a number of transparencies, color and black-and-white maps, a 200-page classified bibliography, and a comprehensive index containing 400,000 entries.

B12. Encyclopedia Americana. 30 vols. Grolier. $1,009/set to libraries.

This is a reliable, authoritative, and objective set, which is suitable for adults and students from junior high school through college. Coverage is international, but information about United States history, biography, and geography is more detailed. Articles in the set are essentially specific topic, but some are lengthy, covering as many as 200 pages. All major articles and many shorter ones are supported by reading lists. The clearly written text is enhanced by appropriate illustrations, charts, diagrams, and multicolored maps. An analytical index containing 353,000 entries provides access to the 52,000 articles.

B13. The New Encyclopaedia Britannica. 32 vols. Encyclopaedia Britannica. $1,299/set to libraries. Britannica Electronic Index. CD-ROM. $99

The largest and most famous English-language encyclopedia, EB is divided into three sections. The 12-volume Micropaedia contains 66,000 short articles that range from a few sentences to 3,000 words. The 17-volume Macropaedia includes comprehensive essays on 580 broad subjects, some as long as 200 pages. The single-volume Propaedia outlines knowledge, showing relationships among people, events, and ideas, and serves as a topical table of contents to the other two sections. A two-volume index, containing 419,463 entries, provides access to the entire set. The annual Britannica World Data (priced as a part of the set) has been bound with the Britannica Book of the Year since 1985. It offers data for 220 countries and dependencies.

B14. World Book Encyclopedia. 22 vols. World Book. $559/set to libraries.

B15. Information Finder. CD-ROM. World Book. $549/set to libraries; $658/CD-ROM and set of World Book; network version available for a licensing fee.

World Book, an outstanding set, is appropriate for upper elementary grades through high school and for adults seeking basic information. The contributors are recognized scholars and subject experts, and all articles are signed. Entries written in a lively and interesting style address the group most likely to read them. Bibliographies are appended to major articles, and there also is an annotated list of materials on over 2,000 topics in the index volume. The set is extensively and appropriately illustrated with 29,000 photographs, drawings, etc., and 2,000 maps. There are numerous how-to-do-it articles, pronunciations of unusual or unfamiliar names, lists of specialized terms, and numerous other special features. The set is heavily cross-referenced and well indexed. Information Finder, the CD-ROM version of World Book, contains all articles in the set, and 1,600 reading lists, but lacks the illustrations. The CD-ROM also includes the World Book Dictionary (139,000 definitions). The disc is searchable by keyword, which searches words in the articles, and by topic. Keyword concepts can be combined using Boolean operators (and, or, not), and proximity commands. Although IF is of excellent quality, and, of course, carries the strength of the parent set, its lack of audio capabilities and illustrations are decided disadvantages.

Note: Merit Student Encyclopedia, 21 vols. (Macmillan, $579/set to libraries) also is an excellent set, intended for the same audiences as World Book. Compton's Encyclopedia and Fact Index, 26 vols. (Encyclopaedia Britannica. $569/set to libraries) is another quality set which deserves consideration when added encyclopedias are needed. Compton's Multimedia Encyclopedia, CD-ROM (Britannica Software. $795/to libraries), an outstanding product, is more innovative than World Book's Information Finder and is highly recommended for ages nine through high school. Foreign language encyclopedias include: Encyclopaedia Universalis, 30 vols. (Encyclopaedia Britannica. $1,595/set), designed to meet the needs of the French speaker from junior high school through adult; and Enciclopedia Hispanica, 18 vols. (Encyclopaedia Britannica. $999), a Spanish language set for high school, college, and the general public. Most encyclopedia companies publish a yearbook which they claim keeps their set current. Yearbooks contain excellent coverage of the year's events and are valuable reference sources. A ten-year-old encyclopedia plus appropriate annuals, however, does not provide a survey article on chemistry or any other rapidly changing field. The library should select one encyclopedia yearbook to purchase annually and to retain indefinitely. Since the yearbooks all contain similar material, acquiring annuals for all sets held is unnecessary.

Guides

B16. Kister's Concise Guide to Best Encyclopedias. Oryx, 1988. 108p. o.p. New edition planned for mid-1994.

Staff members often are asked to recommend an encyclopedia for home purchase. Since librarians should not recommend commercial products or services, it is advisable to provide evaluations and allow the patron to decide which product best suits his/her needs and price range. Kister has published several encyclopedia guides over the years, the one listed above being the most recent. The publisher reports that the 1988 work is now out of print, but hopes to provide a new work in mid-1994.

Note: Purchasing an Encyclopedia: 12 Points to Consider, 3d ed., by the Editorial Board of Reference Books Bulletin (American Library Association, 1990. 40p. $4.95pa. ISBN 0-8389-7375-2) addresses parents searching for a good encyclopedia for their children. It provides a one- or two-page exposition for each of the 12 points to consider.

Handbooks

B17. Famous First Facts. 4th ed. Joseph Nathan Kane. Wilson, 1981. 1,350p. $80 ISBN 0-8242-0661-4

This useful work focuses on United States "firsts," 1007 to date, concerning a wide range of subjects, events, inventions, discoveries, etc.--9,000 in all. Arrangement is by subject with appropriate cross-references and concise explanations for each entry. Indexing is by year of occurrence, names of persons directly and indirectly involved, and location of event.

B18. Guinness Book of Records. Facts on File. Annual. 1993 ed., $22.95 ISBN 0-8160-2644-0

A well-known guide to world superlatives, this annual is arranged by broad topic and indexed by subject. Many of the records are useful for reference purposes; others are primarily of interest to the browser. The 1993 edition contains 300 color photographs and a number of "record" features-weather records in the United States, presidential election records, 100 years of the Stanley Cup, 100 years of train speed records, and 100 years of human records.

Indexes

Periodicals

The periodical collection is an important source of information in any library, since patrons often need material on current topics not yet covered in other formats. Periodical indexes access the information the magazines contain and are essential to the reference process. The indexes also are used as selection aids, since titles indexed are more valuable for reference purposes than those which are not.

Although most public libraries still utilize the paper editions of indexes, some are subscribing to CD-ROM services, many of which include full-text of either all or a part of the references indexed. Both paper editions and the most popular CD-ROM products are included in this section. Online availability also is noted. Many additional electronic services are available.

B19. Reader's Guide to Periodical Literature. Wilson, 1905 to date. Semimonthly in March, April, Sept., Oct., and Dec. Monthly in Jan., Feb., May, June, July, Aug., and Nov. $180/yr. includes quarterly cumulations and clothbound annual. Also available on WILSONDISC, from 1983, updated and cumulated monthly, $1,095/yr.; on WILSONTAPE, WILSONLINE, AND WILSONSEARCH.

B20. Abridged Readers' Guide to Periodical Literature. Wilson, 1960 to date. Monthly except June, July, and Aug. (Indexing for those months is included in Sept. issue.) Permanent bound annual cumulations. $90/yr.

B21. Readers' Guide Abstracts. Wilson. Available on WILSONDISC from 1984, updated and cumulated monthly, $1,995/yr.; on WILSONTAPE, WILSONLINE, WILSONSEARCH, AND MICROFICHE.

B22. Readers' Guide Abstracts Select Edition. Wilson. In print or on CD-ROM, $995/yr. monthly; $395/yr. quarterly; or $199/yr. with subscription to Readers' Guide to Periodical Literature.

Readers' Guide is available in print, on CD-ROM, on tape (machine-readable for use on the same hardware and software used for the PAC or other locally-loaded databases), and on an online retrieval system (connect-time charges) through WILSONLINE (designed for those with knowledge of database searching techniques), or WILSONSEARCH (menu-driven online access for patron use). It now indexes 240 popular magazines, which are basic in any library--news and current events, business, the arts, computers, health, fashion, politics, crafts, food and cooking, education, photography, science, sports, history, and home improvement. Beginning in June 1993, the Readers' Guide and Reader's Guide Abstracts also index and abstract daily from The New York Times.

Abridged Readers' Guide, which is designed for use in small public and school libraries, indexes 68 of the most popular general interest magazines.

Readers' Guide Abstracts provides abstracts averaging 125 words in length of every article indexed in Readers' Guide, allowing users to decide whether the full text of the article will meet their needs. The WILSONDISC version includes unlimited online access for the most recent data between disc updates. Subscriptions to WILSONTAPE includes indexing and abstracting for four years of retrospective coverage, plus monthly updates. WILSONSEARCH subscribers receive unlimited online search time. The MICROFICHE version consists of 8 cumulative issues per year plus retrospective coverage for the entire previous year.

Readers' Guide Abstracts Select Edition, available on CD-ROM and in print, provides indexing and abstracting of some 25,000 articles from 240 periodicals which have been selected for their permanent research value to libraries. Select Edition CD-ROM subscriptions include more than 100,000 abstracts on a single disc, with retrospective indexing and abstracting coverage from June 1988.

B23. Magazine Collection. Information Access Corp. Subscription includes biweekly update of microfilm, Magazine Index on COM, and a cartridge storage carousel. Basic subscription, 1980 to date, $19,900/first year, $10,950/renewal; Budget subscription, 1980 to date, $15,450/first year, $10,950/renewal; Current subscription, 1991 to present, $9,950/first yr., $10,950 renewal. (Contact IAC, 362 Lakeside Dr., Foster City, CA 94404 for additional information.)

Magazine Collection is a self-service system which provides actual document images from hundreds of popular magazines. Integrated with InfoTrac CD-ROM, Magazine Collection provides delivery of some 400,000 articles drawn from over 275 popular magazines. The Index, which also is available through the InfoTrace CD-ROM, provides subject access to material, giving a Collection location number. Publications are delivered in standard ANSI auto-load 16mm cartridges. A variety of reader printers are available from Information Access. For additional information call 800-227-8431.

B24. InfoTrac CD-ROM Databases for Public Libraries. Information Access Co.

Public libraries can select one or several databases from three subject categories: General Interest, Business & Technology, and Special Interests. InfoTrac software allows searching on multiple databases on the same workstation. Data coverage begins in 1989 for all databases; back files are available for most. Current files are updated and cumulated monthly.

One of the most popular public library choices is Magazine Index Plus ($2,880/yr.) which indexes over 400 general interest magazines plus the current two months of The New York Times and The Wall Street Journal. Substantial abstracts are provided for most references, plus location codes for the full-text in the Magazine Collection microfilm system (see Magazine Collection described above).

Magazine ASAP Plus ($1,400), another popular choice, provides full text of approximately 100 of the most popular titles indexed in Magazine Index. General Periodical Index--Public Library Edition (ranging from $6,500/yr. for 1 work station to $8,000/yr. for 4 workstations) indexes some 1,100 popular magazines and journals, The New York Times, The Wall Street Journal, and The Christian Science Monitor. The product includes all titles indexes in Magazine Index Plus and Business Index (350 popular business titles). Most references contain abstracts and all provide location codes for the full-text microfilm Magazine Collection.

B25. Quick Reference Guide to National Geographic: 1955-Mid 1990 Plus Update. Geoimages, 1990. 72p. $8pa. ISBN 0-9623-0930-3

This index to 35 years of National Geographic provides access to subjects, titles, authors, and photographers. Articles are classified under general headings--places, environment, underwater study, etc. The maps included with the magazine over the same time span are indexed in a separate section.

Note: National Geographic Index, 1888-1988 (National Geographic Society, 1989. 1,215p. $26.95 ISBN 0-87044-764-5) also is available.

Book Reviews

Book reviews are used by the librarian in selecting materials and in providing reference services. Readers' Guide to Periodical Literature is an important tool for this purpose, since it indexes reviews contained in popular magazines. Some libraries also may need more extensive coverage, such as that provided by Book Review Digest (see below). BRD not only indexes reviews, but also incorporates excerpts from reviews, thus enhancing its value as both a collection development and general reference tool.

B26. Book Review Digest. Wilson, 1905 to date. Monthly, except Feb. and July, annual cumulation. Also available on WILSONDISC, $1,095/yr., and on WILSONTAPE, and WILSONLINE, all covering from 1983 to date. (See entry "B22" for an explanation of these formats.)

BRD provides excerpts from and citations to reviews of adult and juvenile fiction and non-fiction, covering over 6,400 English-language books each year. The critical evaluations are selected from 95 American, British, and Canadian periodicals in the humanities, social sciences, and general sciences, as well as library review media. The inclusion of descriptive notes, excerpts from the reviews, Dewey Decimal Classification numbers, Sears subject headings for nonfiction, are all useful features.

Note: Book Review Index (Gale, 1965 to date. Bimonthly. $185/yr. with annual cumulations) indexes all reviews appearing in more than 500 popular and professional periodicals.

News Digests

B27. Facts on File Weekly World News Digest. Facts on File. Weekly. $630/yr., includes twice-monthly cumulative index and binder. (Call 800-322-8755 for information on discount.)

B28. Facts on File News Digest CD-ROM. Facts on File. $295/1980 through 1992. $795/quarterly update. $595/annual update to print subscribers, $695/annual update to non-print subscribers.

Each weekly issue of the paper News Digest provides an abstract of all significant U.S. and international news drawn from some 75 leading newspapers and periodicals from around the world--government, politics, foreign affairs, business, finance, medicine, science, sports, and the arts.

The CD-ROM version holds the full-text of every news article and index entry from 1980 through 1992, some 50,000 articles. The product also includes over 300 detailed maps of the U.S., Europe, and the world. Users can perform single word searches as well as searches utilizing more complex strategies. Call 800-678-3633 for further information.

B29. NewsBank Index. NewsBank, 1982 to date. Monthly with quarterly and annual cumulations. Write for price information: 58 Pine St., New Canaan, CT 06840

B30. NewsBank Electronic Index. CD-ROM. NewsBank. Write for price information at address given above.

Newsbank service consists of selected articles on microfiche drawn from more than 450 U.S. newspapers, supported by a subject index available in either hard copy or on CD-ROM. Articles are arranged in series covering current events and issues in social and political affairs, business and economic conditions, and the arts. Libraries may subscribe to one or more series.

Suggested Purchase Plan—General Works

Annual

Guinness Book of Records. B18
Information Please Almanac. B1
National Five Digit ZIP Code and Post Office Directory. B7
Readers' Guide to Periodical Literature B19, or Abridged
Readers' Guide to Periodical Literature. B20
* World Almanac. B2
An encyclopedia yearbook. (See N. following B15)

Order or Update Annually, If Funds Permit

Information Finder. B15
* The New Grolier Electronic Encyclopedia. B10
Readers' Guide Abstracts. B21 (Instead of Readers' Guide
or Abridged Reader's Guide)
Readers' Guide Abstracts Select Edition. B22

Every 5-6 Years

* Academic American Encyclopedia. B9
Collier's Encyclopedia. B11
* Encyclopedia Americana. B12
New Encyclopaedia Britannica. B13
* World Book Encyclopedia. B14

Group 1

Famous First Facts. B17
Kister's Concise Guide to Best Encyclopedias. (when the new edition is available) B16
Quick Reference Guide to National Geographic. B25
Where to Write for Vital Records. B8

Optional Purchases
(purchase if needed)

Book Review Digest. B26
Encyclopedia of Associations. B3
Facts on File Weekly World News Digest. B27 and/or Facts on File News Digest CD-ROM. B28
Foundation Directory. B4
Foundation Directory, Part 2. B5
Directory Texas Foundations. B6
InfoTrac CD-ROM Databases. B24
Magazine Collection. B23
NewsBank Index. B29 or NewsBank Electronic Index. B30

* A first choice

C. BIOGRAPHY AND RELATED AREAS

This chapter focuses on general biographical sources, with limited attention given to genealogy, names, and flags. Specialized biographies are listed with subject fields, authors with literature, artists with art, etc. The general sources include contemporary, retrospective, and those which combine individuals from the past and the current scene. Some dictionaries provide only the most basic data and are sometimes called biographical directories; others discuss the lives and accomplishments of each person included. Biographical reference books are numerous, and often expensive, making it difficult to select a limited number which are likely to meet the demands made upon libraries in this popular area. In addition to the works cited in this chapter, librarians are reminded that general encyclopedias include important historical figures and current personalities. Encyclopedia yearbooks often include persons who have gained recent recognition. Periodical indexes provide access to articles about persons of contemporary significance as well as important persons from the past.

Living Persons

C1. Current Biography. Wilson, 1940 to date. Monthly except Dec. $58/yr. ISSN 0011-3344

C2. Current Biography Yearbook. Wilson, 1940 to date. Annual. 1992 ed., $58 ISSN 0084-9499

C3. Current Biography Cumulated Index 1940-1990. Wilson, 1991. 133p. $25 ISBN 0-8242-0819-6

Current Biography appears in two forms: a monthly periodical and a yearbook in which the year's sketches are arranged alphabetically. Libraries may subscribe to both formats, but if one is chosen, the yearbook is preferable. More than 200 persons are included each year: politicians, diplomats, writers, scientists, musicians, professional athletes, motion picture and television personalities, and other notables. The biographical articles, which range from one to several pages, are vivid, informative, and accurate. Essays recount the subject's career, and frequent quotes reveal the biographee's opinions and personality. A recent photograph, address, and references to additional sources are provided. The annual volume gives death notices for those who appeared in earlier yearbooks. Indexing is by name (for the current volume and several previous years) and profession. Libraries holding a number of volumes from 1940 to 1990 may wish to purchase the cumulative index for those years.

Note: Newsmakers 92 (Gale, 1992). Quarterly. $89/yr. ISBN 0-8103-2245-5) includes some 200 people making today's headlines. The last quarterly issue is a hardbound cumulation.

C4. Who's Who in America: A Biographical Dictionary of Notable Living Men and Women. Marquis, 1899 to date. Biennial. 3 vols. 1994 ed., $429.45/set ISBN 0-8379-0147-2 Marquis Who's Who Online is available through Dialog, File 234, $162/hr. search time.

Some 77,000 men and women of distinction are included in the current volume of this standard dictionary of contemporary biography. Those included either hold positions of importance in our society or are prominent in their fields of endeavor. Biographical information is concise and includes only the basic data and accomplishments. Each biennial is thoroughly revised, with new biographies added and others dropped (if deceased or no longer prominent).

C5. Who's Who in America: Junior & Senior High School Version, 1993-95. 4 vols. Marquis, 1993. 2,600p. $89.50/set ISBN 0-9379-1251-2

This work is a real bargain for public libraries unable to afford the full version of Who's Who in America. The editors have selected 6,000 persons from the 77,000 included in the main set whom they believe to be of interest to a wide audience. Each of the four volumes covers a subject area: science and technology, politics and government, sports, and entertainment. The entries are identical to those contained in the main set. Highly recommended for those libraries needing a current source for actors, athletes, politicians, and others in the news.

Note: Those sketches removed from Who's Who in America because of death are included in the next volume of Who Was Who in America (Marquis, 1942 to date. Irregular. 10 vols. to date, published though 1993. Varying prices. (1989-93 vol., $75 ISBN 0-8379-0217-7)

C6. Who's Who in the South and Southwest. Marquis, 1950 to date. Biennial. 1993-94 ed., $210 ISBN 0-8379-0823-X

There are four regional sets which are designed to supplement Who's Who in America (see above). Some 23,500 persons, chosen for their prominence in the region, are included in each. Who's Who In the South and Southwest covers 14 states, Texas among them, Puerto Rico, the Virgin Islands, and some individuals from Mexico. Persons included are chosen for their "reference usefulness." The other volumes in the series are for the East, Midwest, and West.

Deceased Persons

C7. American Social Leaders. James M. McPherson and Gary Gerstle. ABC-Clio, 1993. 500p. $65 ISBN 0-87436-633-X

More than 350 individuals whose works have left their mark on our society are profiled in this excellent work. The readable accounts of civil rights leaders, environmental activists, suffragists, social critics, and other important social leaders are enhanced by over 100 illustrations.

C8. Dictionary of American Biography. Ed. under the auspices of the American Council of Learned Societies. Scribner's, 1927 to date. 10 vols. plus 8 supplements. Comprehensive index. $1,499/set with suppls, and index. ISBN 0-684-17323-9 (Individual components also available.)

All libraries able to purchase this expensive set should do so. The original 20 volume work and index appeared between 1928-37. The current reprint on thin paper includes the original volumes and index, and 8 supplements (in 6 vols.). It is a classic set which offers evaluative articles on noteworthy deceased persons who resided in what is now the United States. For the early period, British officers who served in America after the colonists declared independence are excluded.

The long, analytical articles, written and signed by subject experts, cover some 18,000 deceased notables. Bibliographies of primary and secondary sources are appended. Libraries unable to purchase this preeminent biographical dictionary should hold the Concise version (see below).

C9. Concise Dictionary of American Biography. 4th ed. Scribner's, 1990. 1,536p. $150 ISBN 0-684-19188-1

This condensed version of Dictionary of American Biography contains more than 18,000 brief entries on people covered in the original set and its supplements, all of whom were deceased by 1971. The biographees are men and women who made a significant contribution to American life--explorers, frontiersmen, artists, scientists, craftsmen, business leaders, statesmen, clergy, and soldiers, as well as infamous individuals such as criminals. Entries for the most important persons contain critical data and information on influence and character. Entries for less significant persons are briefer. The work is supported by an occupational index.

C10. Concise Dictionary of National Biography: From the Beginning to 1985. 2 vols. Oxford University Press, 1992. $175 ISBN 0-19-865305-0

This work offers condensed coverage for figures included in Dictionary of National Biography, 25 vols. (Oxford University Press. $1,600/set), the authoritative and comprehensive British biography. Volume 1 covers the period to 1900; vol. 2 covers 1900-1985. The Dictionary of American Biography was patterned after this scholarly work.

C11. Encyclopedia of World Biography. McGraw-Hill, 1973. 12 vols. $550/set ISBN 0-07-079567-3

C12. Encyclopedia of World Biography, 20th Century Supplement. Jack Heraty Associates, 1987. 5 vols. $354/set. $795/both set and supplement (18 vols.)

The original set includes some 5,000 deceased world leaders for all times, in signed articles which vary from 500 to 3,500 words in length. Some 6,000 portraits and other illustrations, as well as bibliographies, support the text. The analytical index contains 100,000 entries for locating material on persons, places, events, inventions, and many other topics.

The supplement adds persons, both living and dead. Women and persons from western culture are emphasized. Entries, which average one page, are followed by references for further reading. The last volume contains an analytical index. Both sets are highly recommended.

C13. Great Lives: American Series. 5 vols. Frank N. Magill, ed. Salem, 1987. 2,592p. $350/set ISBN 0-89356-529-6

C14. Great Lives: Renaissance to 1900 Series. 5 vols. Frank N. Magill, ed. Salem, 1989. 2,549p. $350/set ISBN 0-89356-551-2

C15. Great Lives: Twentieth Century Series. 5 vols. Frank N. Magill, ed. Salem 1990. 2,527p. $350/set ISBN 0-89356-565-2

These sets contain readable accounts of the lives of notables, some 475 in each set. Each entry, averaging five pages, covers the biographee's early life, work, and place in history. An annotated bibliography follows each entry. Indexing is by name and area of achievement. These sets are designed for high school and college students and include persons likely to be studied at those levels.

C16. Notable American Women, 1607-1950. 3 vols. Belknap Press/Harvard University, 1971. 2,141 p. $45pa./set ISBN 0-674-62734-2

C17. Notable American Women: The Modern Period. Belknap Press/Harvard University, 1980. 816p. $48; $19.95pa. ISBN 0-674-62732-6; 0-674-62733-4pa.

Modeled after Dictionary of American Biography (see above), this work consists of long, signed articles for 1,359 women in the original 3 vols., all of whom died before 1976. The supplement lists 442 women who were deceased by 1975. Length of the articles depends upon prominence of the individual, complexity of the career, or availability of material. Only one group of women, wives of U.S. presidents, are included because of their husband's prominence. Some biographees are not U.S. citizens but resided in this country and took a prominent role. Indexing at the end of the main set and its supplement is by occupation.

C18. Webster's American Biographies. Merriam Webster, 1975. 1,248p. $21.95 ISBN 0-87779-253-4

The 3,082 entries, which range from a few sentences to a paragraph, give dates, field of endeavor, career highlights, and significant contributions. Two indexes support the volume, a geographic index of biographees by states and territories, and a career/profession index.

C19. Webster's New Biographical Dictionary. Merriam Webster, 1983. 1,152p. $24.95 ISBN 0-87779-543-6

Brief entries cover some 40,000 persons, from all countries and all times. Emphasis is on British and American figures. Entries vary from a few sentences to a page and provide pronunciation, dates, and the chief contributions for each person. Though useful as a quick reference book, the work should be completely revised; since it appeared in 1940, the periodic updating has been superficial. Librarians holding a reasonably current edition, therefore, may not wish to purchase the latest edition.

Note: Inexpensive sources, useful for quick-reference, include: Icons: An A to Z Guide to People Who Have Shaped Our Lives (Macmillan, 1992. 508p. $15pa. ISBN 0-02-047100-9); International Dictionary of 20th Century Biography by Edward Vernoff and Rima Shore (NAL/Dutton, 1989. 736p. ISBN 0-452-00952-9 pa.); and World Almanac Biographical Dictionary (Pharos, 1990. 390p. $19.95 ISBN 0-88687-564-1).

Biography Index (Wilson, 1947 to date. $120/yr. Quarterly. Annual cumulation. WILSONDISC provides coverage from July 1984 to date, updated quarterly, $1,095/yr. Also available on WILSONTAPE, WILSONLINE, and WILSEARCH. See entry "B22" for an explanation of these formats.) indexes biographical material contained in 2,700 periodicals of every kind and 1,800 English-language books of individual and collective biography annually.

Names

C20. American Nicknames. 2d ed. George Earlie Shankle. Wilson, 1955. 425p. $40 ISBN 0-8242-0004-7

This standard work includes nicknames for people, places, events, etc., which are important to American history and culture. A single alphabet includes both proper names and nicknames, linked together by cross-references. Under the proper name, information includes the full legal name, dates for people, a list of all nicknames given to the subject, and a concise sketch describing the name's derivation.

C21. Handbook of Pseudonyms and Personal Nicknames. Harold S. Sharp, ed. Scarecrow, 1972. 2 vols. $59.50/set ISBN 0-8108-0460-3 First Supplement, 1975 2 vols. $69.50/set ISBN 0-8108-0807-2 Second Supplement, 1982. 295p. $19.50 ISBN 0-8108-1539-7

Extensive coverage of pseudonyms and personal nicknames is provided by this work and its supplements, 50,000 for over 30,000 persons worldwide. Brief identification is given for each. There are cross-references from pseudonyms, nicknames, and variant spellings to the real name and from the real name to the sobriquets and appellations.

C22. Twentieth Century American Nicknames. Laurence Urdang, ed. Wilson, 1979. 398p. 438 ISBN 0-8242-0642-8

Nicknames applied to people, places, events, and things important to American history and culture are arranged alphabetically by both nicknames and proper names, with cross-references for each. This work supplements American Nicknames (see above), first published 50 years ago.

C23. What Shall We Name the Baby? Winthrop Ames. Simon & Schuster, 1990. 235p. $4.50pa. ISBN 0-671-70962-3

Parents seeking historical, ethnic, popular, or symbolic names for their children will find this standard guide useful.

Note: Other baby name books include: The Best Baby Name Book in the Whole Wide World, rev. ed., by Bruce Lansky (Meadowbrook Press, 1984. 150p. $4.95pa. ISBN 0-915658-83-6); How to Pick the Right Name for Your Baby by Marion J. McCue (Putnam, 1977. 167p. $4.95pa. ISBN 0-448-12977-9); and Today's Best Baby Names by Alfred J. Kolatch (Putnam, 1986. 135p. $6.95pa. ISBN 0-399-51271-3).

Genealogy

C24. The Researcher's Guide to American Genealogy. 2d ed. Val D. Greenwood. Genealogical Publishing, 1990. 609p. $24.95 ISBN 0-8063-1267-X

A first purchase for the genealogical collection, this definitive guide is in two parts. The first explains the basic principles of genealogical research. The second treats specific types of records--legal documents and census, church, burial, cemetery, and military. This revised edition also includes the use of personal computers and genealogical software.

C25. The Source: A Guidebook of American Genealogy. Arlene Eakle and Johni Cerny, eds. Ancestry Publishing, 1984. 784p. $39.95 ISBN 0-916489-00-0

This work is useful to the novice searcher, as well as the experienced genealogist. Its 23 chapters by 16 experts cover all aspects of genealogical research--major records, published sources, and special resources such as Spanish and Mexican records of the Southwest, American Indian, African Americans, Asian Americans, Jewish Americans, etc. An excellent choice.

Note: Several recommended sources focus on genealogical research for specific groups: Generations Past: A Selected List of Sources for Afro-American Genealogical Research, by the Library of Congress (U.S. Government Printing Office, 1988. 101p. $4.50pa. S/N 030-001-00129-6); From Generation to Generation: How to Trace Your Jewish Genealogy and Personal History by Arthur Kurtzweil (Schocken Books, 1982. $12.95pa. ISBN 0-8052-0706-6); and Tracing Your Irish Ancestry: The Complete Guide by John Grenham (Gill & Macmillan, 1993. 300p. $18.95pa. ISBN 0-7171-1898-3).

Flags

C26. How Proudly They Wave: Flags of the Fifty States. Rita D. Haban. Lerner, 1989. 111p. $17.95
ISBN 0-8225-1799-X

For each of the 50 state flags, there is an excellent picture in full color and a description, explanation of the flag's evolution, and a brief history of the state.

C27. Our Flag. U.S. Congress Joint Committee on Printing. U.S. Government Printing Office, 1989. 52p. $2
S/N 052-071-00873-0

This guide to the history and display of the American flag explains flag laws, regulations, and care. The small volume also depicts flags of the states and territories.

Suggested Purchase Plan--Biography and Related Areas

Annual

Current Biography and/or Current Biography Yearbooks. C1, C2

Biennial

Who's Who in America C4 or Who's Who in America: Junior & Senior High School Version. C5
Who's Who in the South and Southwest. C6

Group 1

* Dictionary of American Biography C8 or Concise Dictionary of American Biography. C9
Encyclopedia of World Biography C11 and 20th Century Supplement. C12
* Notable American Women C16 and Notable American Women: The Modern Period. C17
* Researcher's Guide to American Genealogy. C24
* Webster's New Biographical Dictionary. C19
What Shall We Name the Baby. C24

Group 2

American Social Leaders. C7
Great Lives: American Series. C13
Great Lives: Twentieth Century Series. C15
How Proudly They Wave. C26
Our Flag. C27
The Source. C25
Webster's American Biographies. C18

Group 3

American Nicknames. C20
Great Lives: Renaissance to 1900. C14
Handbook of Pseudonyms and Personal Nicknames. C21
Twentieth Century Nicknames. C22

Optional Purchases
(purchase if needed)

Concise Dictionary of National Biography. C10
Current Biography Cumulated Index. C3

* A first choice.

D. PHILOSOPHY, RELIGION, AND ETHICS

This chapter is divided into four main sections--philosophy; religion with subsections by types of sources; Bible study; and ethics. Mythology, folklore, and legend are a subsection under religion. Most libraries require only a few reference tools for philosophy and ethics but a number for religion--encyclopedias, dictionaries, and handbooks for both Christian and non-Christian religions, as well as yearbooks and directories of churches and other religious groups. Reference tools about the Bible--concordances, quotation books, commentaries, atlases, and dictionaries, also are required. It should be noted that there is considerable overlap with the four major areas covered in this chapter, and that some of the reference works are as useful in one field as another.

Philosophy

D1. Harper Dictionary of Modern Thought. 2d ed. Alan Bullock and Stephen Trombley, eds. HarperCollins, 1988. 904p. $29.95 ISBN 0-06-015867-7

The second edition constitutes a substantial revision of the original work, which appeared in 1977. It retains more than three-quarters of the original 4,000 articles, but deletes notables in modern thought in order to include them in a planned companion volume. The work includes key terms not only in philosophy, but in other spectrums of human thought, such as psychology, science, and the arts.

D2. Encyclopedia of Philosophy. Paul Edwards, ed. Free Press/Macmillan, 1973. 4 vols. $425/set ISBN 0-02-894950-1

This outstanding set, the standard for many years, analyzes themes in history, psychology, religion, the sciences, and other fields. The 1,430 signed articles range in length from a short paragraph to 65,000 words, and cover Eastern and Western philosophy for all periods. The last volume is an analytical index.

D3. Masterpieces of World Philosophy. Frank N. Magill and John Roth, eds. HarperCollins, 1990. 800p. $45 ISBN 0-06-181088-6

One-hundred explanatory essays on the world's most important works of philosophy constitute this work. Each essay includes basic information about the original--title, type of work, date first published, principal ideas advanced, pertinent literature, and additional recommended readings. Among the books included are Rousseau's The Social Contract and Sartre's Being and Nothingness. This work is based on the five-volume Masterpieces of World Philosophy (Salem, 1982. $250/set ISBN 0-89356-325-0).

Note: A Dictionary of Philosophy, 2d ed., ed. by Anthony Flew and Jennifer Speake (St. Martin's, 1984. $24.95; 12.95pa. ISBN 0-312-20924-X; 0-312-20923-1pa) provides coverage of Western philosophy--key words, phrases, and philosophers.

Religion

Encyclopedias and Dictionaries

D4. The Catholic Fact Book. John Deedy. Thomas More, 1986. 412p. $15.95pa. ISBN 0-88347-252-X

The overall purpose of this excellent collection of data is to explain Roman Catholicism to both the Catholic and non-Catholic. Sections cover such topics as beliefs, teachings, dogmas, rituals, traditions, sacraments, orders, movements, organizational structure, saints, and famous Catholics.

Note: Other reference works with a Catholic viewpoint include The Modern Catholic Dictionary by John A. Hardon. (Doubleday, 1980. 624p. $22.50pa. ISBN 0-385-12162-8); Dictionary of Theology, 2d ed., by Karl Rahner and Herbert Vorgrimel (Crossroad, 1985. 548p. $17.59pa. ISBN 0-8245-0691-X); and the more extensive Encyclopedic Dictionary of Religion, ed by Paul K. Meager et al (Catholic University Press, 1979. 3 vols. 3,815p. $69.95 ISBN 0-960-25723-3). Some libraries will require New Catholic Encyclopedia, prep. by the editorial staff, Catholic University of America (McGraw-Hill, 1967. Reprint by Publishers Guild, 1981. 18 vols. $875 ISBN 0-07-010235-X), which includes both general and religious topics; it is considered an essential reference tool in Catholic schools and large public libraries.

D5. Dictionary of Comparative Religion. S.G.F. Brandon, gen. ed. Macmillan, 1978. 704p. $60
ISBN 0-684-15561-3

The concise entries in this basic work cover iconography, philosophy, anthropology, and the psychology of primitive, ancient, Asian, and Western religions. Bibliographies end most articles. There are two indexes: a detailed subject index, and a synoptic index which relates articles to their religious group.

D6. Dictionary of Religion and Philosophy. Geddes MacGregor. Paragon House, 1989. 696p. $35; $19.95pa.
ISBN 1-55778-019-6; 1-55778-441-8pa.

Clearly written articles focus on the Judeo-Christian religious tradition, covering historical figures, terms, and events in history and philosophy. Philosophy is largely secondary, but major concepts are included.

D7. Dictionary of Saints. John J. Delaney. Doubleday, 1980. 648p. $29.95pa. ISBN 0-385-13594-7

Some 5,000 saints are discussed in concise articles, directed toward a popular audience. Information that is factual and that which is legendary is differentiated. There are lists of saints as patrons and as symbols in art.

Note: Butler's Lives of the Saints by Alban Butler (HarperCollins, 1991. $21.95; $16.95pa. ISBN 0-06-069251-0; 0-06-069299-5) is another standard work.

D8. Encyclopedia of American Religions. 4d ed. J. Gordon Melton. Gale, 1992. 1,100p. $195
ISBN 0-8103-6904-4

This work divides 588 United States and Canadian religious bodies into 22 "families." A historical narrative for each group identifies key figures, events, and doctrinal characteristics. A directory gives names and addresses, membership statistics, and other data for each group. Separate indexes provide access to names, publications, geographic locations, personal names, educational institutions, and subjects.

D9. Encyclopedic Handbook of Cults in America. rev. J. Gordon Melton. Garland, 1992. 424p. $65; $18.95pa.
ISBN 0-8153-0502-8; 0-8153-1140-0pa.

Articles on over 500 active cults describe the group's founder, development, beliefs, and current status. Major articles concern the Unification Church, Hare Krishna, Church of Scientology, Worldwide Church of God, Christian Science, The Church of Latter Day Saints, Jehovah's Witnesses, and many more. Essays cover such topics as cults as alternative religions, counter-cult groups, and violence and cults.

D10. Facts on File Dictionary of Religion. John R. Hinnells. Facts on File, 1984. 550p. $40
ISBN 0-87196-862-2

This dictionary focuses on the world's major religions--Christianity, Buddhism, Islam, Judaism, and Hinduism--but some attention is given new religious movements and cults, primitive religion, and secular alternatives to traditional forms of worship. Terms are defined and concepts, beliefs, and rituals discussed.

D11. Handbook of Denominations in the United States. 9th ed. Frank S. Mead. Abingdon Press, 1990. 316p.
$13.95 ISBN 0-687-16572-5

A standard for many years, this work contains the history, doctrine, governmental organization, and current statistics for some 250 American religious bodies. Addresses for the denominational headquarters are in the appendix.

D12. Jewish Primer: Questions and Answers on Jewish Faith and Culture. Shmuel Himelstein. Facts on File, 1990. 256p. $21.95; $12.95pa. ISBN 0-8160-2322-0; 0-8160-2849-4pa.

Explanations of the faith and practices of Judaism are clearly presented--dietary laws, marriage and divorce, holy days, the sabbath, sacred writings, Jewish life, and many other topics. Emphasis is on traditional Orthodox beliefs, but Reform and Conservative forms also receive attention. Other reference works concerning Jews will be found in the "Sociology and Social Issues" chapter.

Note: Some libraries may wish to consider The Encyclopedia of Religion (Macmillan, 1986. 16 vols. $1,400/set ISBN 0-02-949080-1), an important set; and an older work, Encyclopedia of Religion and Ethics by James Hastings with John A. Selbie and Louis Gray (Scribner's, 1908-1937. 13 vols. Reprint T. &. T. Clark, $910/set ISBN 0-507-065-14-6), a standard in libraries of all sizes.

Yearbooks

D13. Yearbook of American and Canadian Churches. Abingdon Press. Annual. $29.95pa. ISSN 0195-9034

A yearbook covering Catholic, Protestant, and Jewish activities, this work provides a religious calendar; a directory of religious bodies; lists of church and religious-related colleges and universities, and seminaries; directories of religious agencies; and statistical and historical information for specific church bodies.

Mythology, Folklore, and Legend

D14. The Book of Goddesses & Heroines. rev ed. Patricia Monaghan. Llewellyn, c1981, 1990. 456p. $17.50pa. ISBN 0-87524-573-9

Over 1,500 entries, ranging from a sentence to over 600 words, identify goddesses and heroines. The glossary is supported by black-and-white illustrations, a bibliography, and several indexes--cultural/geographic areas, symbolic representations, and alternative names.

D15. Dictionary of Native American Mythology. Sam D. Gill and Irene F. Sullivan. ABC-Clio, 1992. 425p. $65 ISBN 0-87436-621-6

This handsome work explores mythological beasts, heroic humans, and nurturing spirits that make up Native American mythology. Over 1,000 alphabetically-arranged entries provide meanings for hundreds of elements of Native American lore--names, phases, symbols, images, motifs, and themes.

D16. The Facts on File Encyclopedia of World Mythology and Legend. Anthony Mercatente. Facts on File, 1988. 809p. $95 ISBN 0-8160-1049-8

Myths, legends, folklore, and fables around the world and throughout the ages comprise this excellent work. Over 3,000 concise, well-written articles describe sacred relics, animals, rulers, saints, historical characters, and much more. Highly recommended.

D17. Funk and Wagnalls Standard Dictionary of Folklore, Mythology, and Legend. Maria Leach, ed. Harper San Francisco, 1984. $34.95pa. ISBN 0-06-250511-4

The current edition of this work, a reissue with minor corrections of a two-volume set published in 1949-50, is a standard reference work. Survey articles discuss countries, cultures, people, ethnic groups, etc., and provide comprehensive coverage for fairy tales, ballads, and dances, and concise treatment of gods, heroes, songs, tales, customs, beliefs, themes and other topics.

D18. The Macmillan Illustrated Encyclopedia of Myths & Legends. Arthur Cotterell. Macmillan, 1989. 256p. $29.95 ISBN 0-02-580181-3

The cultural section covers religions, mythology, and legends of areas of the world and includes maps, a chronology, and color photographs. A second section identifies heroes and deities, giving their myths and regions. A "micropedia" contains short, alphabetically-arranged entries for names and places. This handsome volume will serve a wide range of users from junior high school level through adults.

Note: Additional recommended sources include: The Dictionary of Classical Mythology by Pierre Grimal (Basil Blackwell, 1985. 603p. $50 ISBN 0-631-13209-0); and The Illustrated Dictionary of Greek and Roman Mythology, by Michael Stapleton (Peter Bedrick, 1986. 224p. $19.95 ISBN 0-87226-063-1).

Bible Study

Note: Most libraries include several of the most popular Bible translations in the reference collection. Other holy books, such as the Koran may also be needed,

Commentaries

D19. Harper's Bible Commentary. James L. Mays, et al, eds. HarperCollins, 1988. 1,326p. $37.95 ISBN 0-06-065541-0

This companion volume to Harper's Bible Dictionary (see below) contains long essays that focus on biblical meaning and interpretation, and shorter articles that treat special topics; e.g., women, symbols. The 79 contributors are Protestant, Catholic, and Jewish scholars, chosen for their subject competency.

D20. The Interpreter's One-Volume Commentary on the Bible. Charles M. Laymon, ed. Abingdon, 1971. 1,386p. $34.95; $39.95/thumb indexed ISBN 0-687-19299-4; 0-687-19300-1/thumb indexed

Intended for both clergy and laity, this work offers an authoritative guide to interpretations of each book of the Bible and the Apocrypha. General articles, a chronology, and full-color maps enhance its usefulness as a reference tool.

D21. The New Jerome Biblical Commentary. Raymond E. Brown, et al, eds. Prentice Hall, 1990. 1,484p. $69.95 ISBN 0-13-614934-0

The line-by-line explanations and discussions for the entire Bible were prepared by distinguished Catholic scholars. The new edition significantly revised the 1969 edition, reflecting recent Biblical scholarship and archaeological discoveries. Arrangement is by books and chapters of the Bible. There are extensive cross-references and an index.

Concordances

D22. Strong's Exhaustive Concordance of the Bible with the Exclusive Key Word Comparison. rev ed. James Strong, ed. World Bible, 1986. $29.95 ISBN 0-529-06679-3

A concordance refers the user to the location in a work where specific words appear. Strong's, which is based on the King James Version of the Bible, provides scripture references to that translation, as well as a "key-word comparison," which enables the reader to compare the translations of controversial words and phrases in five contemporary versions of the Bible. The words of Jesus are printed in red.

Note: Cruden's Complete Concordance, by Alexander Cruden (Zondervan, 1976. $15.99; $12.99pa. ISBN 0-310-22920-0; 0-310-26921-9pa.) also is recommended.

Dictionaries

D23. The Eerdmans Bible Dictionary. Allan C. Myers, ed. William B. Eerdmans, 1987. 1,094p. $32.50 ISBN 0-8028-2402-1

Some 5,000 entries cover all persons and places mentioned in the Bible, explain important Biblical concepts, and examine the background and contents of each book of the Bible. Coverage includes Cannon and Apocryphal books. The work reflects a Protestant stance.

D24. Harper's Bible Dictionary. rev. ed. Paul J. Achtemeier and the Society of Biblical Literature. Harper San Francisco, 1985. 1,178p. $39.95/thumb indexed; $37.95/plain ISBN 0-06-069863-2/thumb indexed; 0-06-069862-4/plain

Since this work appeared in 1952, it has become a standard for the lay person. The latest edition covers all people, places, and events in all books of the Bible and in the Apocrypha. The 3,700 entries are alphabetically arranged and are supported by some 500 illustrations (50 of which are maps), tables of archaeological sites, and an index.

D25. The Lion Encyclopedia of the Bible. 2d ed. Pat Alexander, ed. Lion Publishing, 1986. 352p. $29.95pa. ISBN 0-7459-1576-0
This work, a revision of Eerdman Family Encyclopedia (1978), provides a wealth of factual information on all aspects of the Bible--people, places, key teachings, archaeology, etc. It also includes a narrative section on everyday life in Biblical times, illustrations, and photographs.

D26. The Revell Bible Dictionary. Lawrence O. Richards. Revell, 1990. 1,156p. $30 ISBN 0-8007-1594-2

This dictionary reflects the religious position of conservative fundamentalist Protestants. The 2,000 entries cover major people and events of the Bible, theological stances, and all books of the Bible. The text is supported by information boxes scattered throughout the work, 1,700 drawings and color photographs, color maps, and "Identiquicks," a special feature which gives pronunciation and brief identification for proper names.

Note: The New Westminster Dictionary of the Bible. Henry S. Gehman (Westminster, 1982. $23.95; $26.95/thumb indexed ISBN 0-644-21277-8; 0-644-21338-X/thumb indexed) presents a Conservative Protestant viewpoint. Mercer Dictionary of the Bible, ed. by Watson E. Mills et al (Mercer University Press, 1990. $55 ISBN 0-86554-299-6), another worthwhile work, reflects feminist thought along with more traditional viewpoints.

Quotations

D27. Dictionary of Quotations from the Bible. Margaret Miner and Hugh Rawson. NAL, 1990. 305p. $4.95pa. ISBN 0-415-16550-0pa.

Some 3,000 quotations with frequent explanatory notes are arranged under 400 broad subject. Indexing is by keyword.

Atlases

D28. The Harper Atlas of the Bible. James B. Pritchard, ed. HarperCollins, 1987. 254p. $49.95 ISBN 0-06-181883-6

Arranged chronologically, from prehistoric times to A.D. 135, this work presents Biblical geography and social and cultural history in map format. It also includes an extensive chronology and a biographical section containing brief information about major Biblical personalities and cites the books of the bible in which they appear.

Note: Two other recommended atlases, both less expensive than Harper, are The Macmillan Bible Atlas, rev. ed. by Yohanan Aharoni and Michael Avi-Yonah (Macmillan, 1977. 184p. $34.95 ISBN 0-02-500590-1): and The Oxford Bible Atlas, 3d ed., Herbert G. May, ed. (Oxford University Press, 1985. 144p. $27.95; $14.95pa. ISBN 0-19-143452-3; 0-19-143451-5pa.)

Ethics

D29. Encyclopedia of Ethics. 2 vols. Lawrence C. Becker and Charlotte B. Becker. Garland, 1992. 1,462p. $150/set ISBN 0-8153-0403-X

This is the first general encyclopedia on ethics since the now dated Encyclopedia of Bioethics (1978). The new set contains 435 signed articles, written by international scholars, on philosophical ethics in the Western tradition. It provides balanced discussions on the views of different groups, and relates ethics to contemporary social/political movements and problems. This important set will be in demand in most public libraries.

D30. The Westminster Dictionary of Christian Ethics. rev. ed. James F. Childress and John Macquarrie, eds. Westminster, 1986. 704p. $35 ISBN 0-664-20940-8

This work reflects contemporary ideas in Christian ethics and moral theology. Some 620 entries cover basic ethical concepts and problems, Biblical ethics, theological ethics, and major non-Christian ethical traditions.

Suggested Purchase Plan--Philosophy, Religion, & Ethics

Group 1

Encyclopedic Handbook of Cults in America. D9
Encyclopedia of Ethics. D29
* Facts on File Dictionary of Religion. D10
Facts on File Encyclopedia of World Mythology & Legend. D16
* Harper's Bible Commentary. D19
* Harper's Bible Dictionary. D24
Handbook of Denominations. D11
Masterpieces of World Philosophy. D3

Group 2

Catholic Fact Book. D4
Dictionary of Religion and Philosophy. D6
Harper Dictionary of Modern Thought. D1
Interpreter's One-Volume Commentary on the Bible. D20
Macmillian Illustrated Encyclopedia of Myths & Legends. D18
Strong's Exhaustive Concordance of the Bible. D22
The Westminster Dictionary of Christian Ethics. D30

Group 3

Dictionary of Comparative Religions. D5
Dictionary of Native American Mythology. D15
Dictionary of Quotations from the Bible. D27
Encyclopedia of American Religions. D8
Funk & Wagnalls Standard Dictionary of Folklore, Mythology & Legend. D17
New Jerome Biblical Commentary. D21
Revell Bible Dictionary. D7

Group 4

Book of Goddesses & Heroines. D14
Dictionary of Saints. D7
Eerdmans Bible Dictionary. D23
Harper Atlas of the Bible. D28
Jewish Primer. D12
Lion Encyclopedia of the Bible. D25

Optional Purchases

(purchase if needed)

Encyclopedia of Philosophy. D2
Yearbook of American & Canadian Churches. D13

* A first choice

E. LANGUAGE DICTIONARIES

Dictionaries are basic reference tools in all types and sizes of libraries. One uses general language dictionaries most frequently to find definitions, spellings, pronunciations, and syllabication. A good dictionary, however, includes other useful data: etymologies (which often provide better understanding of a word's meaning), synonyms and antonyms, variant spellings, and grammar. Foreign words and phrases often used in English, common abbreviations, and slang words and expressions also may be included. Some general dictionaries contain major place names--cities, historical locations, rivers, mountains, and other geographic features--and major personal names--authors, historical figures, Biblical and mythological names.

Dictionaries are categorized in terms of size (word count), audience (adult or juvenile), and special purpose (slang, synonym and antonym), which is the way they are organized in this chapter. Foreign-language dictionaries (English and another language, sometimes called translating dictionaries), for the most common European languages are included. Dictionaries which confine themselves to words with special meanings in a field, however, are listed in the chapters which pertain to that subject area--medical dictionaries with "Health Science" in the "Science" chapter, dictionaries of real estate terms in the chapter on "Business and Economics," etc. The term "dictionary" also may be used in titles to denote that the work is arranged alphabetically.

General Language Dictionaries

Unabridged

E1. Random House Dictionary of the English Language. 2d ed. unabridged ed. Stuart Berg Flexner, ed in chief. Random House, 1987. 2,478p. $89.95 ISBN 0-394-56500-2 A CD-ROM version is announced for fall 1993.

This dictionary emphasizes words in current use. The some 300,000 entries include biographical and geographical names, foreign words and phrases, abbreviations, popular proverbs and mottos, and titles of major literary, musical, and artistic works. Definitions are arranged according to their frequency of use. Unlike many other current dictionaries, the work applies usage labels, such as "vulgar," "slang," "informal," and "offensive." Illustrative phrases, synonyms and antonyms, and pictorial illustrations also are included. Some 400 pages of additional materials comprise the appendix: four concise bilingual dictionaries for Spanish, Italian, German, and French; an atlas section and separate gazetteer; numerous lists, such as those for islands, rivers, colleges and universities; signs and symbols; and other miscellaneous data. This excellent dictionary will meet the needs of most public library users.

E2. Webster's Third New International Dictionary of the English Language. Philip Babcock Gove and the Merriam Webster editorial staff, eds. Merriam Webster, 1981. 1,662p. $99.95 ISBN 0-87779-206-2

The current edition of this prestigious work, which dates back to 1828, appeared in 1961. Although it has not been completely revised since then, there are a number of later copyrights resulting from Merriam's continuous revision policy (updating with each printing). This edition is vastly different from the previous one (2d ed., 1934), which is still found in many libraries. The revision's purpose is to record the language as it is used, not to indicate correct usage. Restrictive labels (colloquial, informal, etc.) are greatly reduced. Gazetteer and biographical entries, foreign words and phrases, literary allusions, and words which became obsolete before 1755 have been deleted. Definitions contained in the 470,000 entries are in historical order and are unusually clear and easily understood.

Desk Dictionaries

E3. American Heritage Dictionary of the English Language. 3d ed. Houghton, 1992. 2,140p. $38.95 ISBN 0-395-44895-6

Some 200,000 entries, which include 16,000 new words and meanings, comprise this dictionary, which is larger and more expensive than other desk-type dictionaries. This attractive work includes over 30,000 illustrative examples, 400 word histories, 100 regional notes, and 4,000 pictorial illustrations. An excellent choice for libraries.

E4. Webster's New World Dictionary. 3d ed. Victoria Neufeldt, ed. Prentice Hall, 1988. 1,574p. $20 ISBN 0-671-88243-0

This excellent desk-type dictionary emphasizes current written and spoken English. The 170,000 entries include people, places, foreign words and phrases, slang and colloquial words, abbreviations, and legendary, Biblical, and classical names. Definitions, arranged in historical order, are precise and readable. Americanisms are marked with a star. Restrictive labels ("slang," "vulgar") are applied to nonstandard words and phrases. This work is not as well-known as Webster's Ninth New Collegiate Dictionary (which follows), but it is more up to date and, indeed, preferred by many users.

E5. Webster's Ninth New Collegiate Dictionary. 9th ed. Frederick C. Mish, ed. Merriam Webster, 1987. 1,568p. $19.95/thumb indexed ISBN 0-97779-509-6

Based on Webster's Third (see above), Webster's Ninth emphasizes contemporary pronunciations, definitions, and word usage. The 160,000 entries list all definitions in historical order. New to this edition is a dating system which indicates the first use of a word and each added meaning. It also contains short discussions under entries for words commonly misused or which have disputed usage. Sections in the back present information not included in the main alphabet; foreign words and phrases, biographical and geographical names, and lists of colleges and universities. Also included are signs and symbols, a handbook of style, abbreviations, and symbols for chemical elements. This is one of the best abridged dictionaries and a must for all libraries.

Note: Other recommended dictionaries include Random House Webster's College Dictionary, rev. ed. (Random House, 1991. $20/thumb indexed; $17.50/plain ISBN 0-685-56462-2/thumb indexed; 0-679-41420-7/plain); and The American Heritage College Dictionary. 3d ed. (Houghton, 1993. 1,660p. $19.95/thumb indexed. ISBN 0-395-44638-4

New Words

E6. Third Barnhart Dictionary of New English. Robert K. Barnhart and Sol Steinmetz, with Clarence L. Barnhart. Wilson, 1990. 592p. $49 ISBN 0-8242-0796-3

Some 12,000 new terms and new meanings introduced over the last several decades comprise the content of this work. Each entry contains at least one quotation to help convey the meaning and flavor of the new term. When necessary, pronunciation, etymology, and usage notes are included.

E7. 12,000 Words: A Supplement to Webster's Third New International Dictionary. Merriam Webster, 1986. 212p. $13.95 ISBN 0-87779-207-0

This supplement covers words and meanings which have entered the language since Webster's Third was published in 1961. Two earlier supplements, which this work supersedes, were published in 1976 and 1983 respectively. The supplement should be purchased by libraries holding older printings of Webster's Third.

Juvenile Dictionaries

E8. Scott, Foresman Advanced Dictionary. E.L. Thorndike and Clarence L. Barnhart. Scott, Foresman, 1988. 1,302p. $17.95 ISBN 0-673-12385-5

This dictionary, designed for students in grades 7 through 9, is a part of an outstanding series, published for more than 50 years. The colorful and attractive dictionary also is published as Thorndike-Barnhart Student Dictionary (HarperCollins, $16.95 ISBN 0-06-275011-9). Two other dictionaries in the series are designed for younger students: Scott, Foresman Beginning Dictionary (Scott, Foresman, 1988. 770p. $17.95 ISBN 0-673-12383-9), which is directed toward elementary students; and Scott, Foresman Intermediate Dictionary (Scott, Foresman, 1988. 1,098p. $17.50 ISBN 0-673-12384-7), intended for junior high school level. This excellent series is highly recommended.

E9. Webster's School Dictionary. Merriam Webster Staff. Merriam Webster, 1980. 1,184p. $15.95 ISBN 0-87779-280-1

Designed for high school students, this dictionary includes 85,000 entries, with emphasis on the current language. The appendix contains a biographical section, a geographical section, and a section on writing style. The other two dictionaries in this series are Webster's Intermediate Dictionary (Merriam,1977. 960p. $13.95 ISBN 0-87779-379-4) and Webster's Elementary Dictionary (Merriam Webster, 1980. $14.95 ISBN 0-87779-475-8).

Guides

E10. Kister's Best Dictionaries for Adults and Young People. Kenneth Kister. Oryx, 1992. 438p. $39.50 ISBN 0-89774-191-9

Kister provides judicious evaluations for 132 dictionaries for adults and 168 for children and young adults. Coverage includes pocket-sized electronic dictionaries, speaking dictionaries, and PC-based and CD-ROM products. Comparative tables for each type give the number of entries, price, and a letter grade (A-F). This is an excellent guide for patrons who ask for advice on purchasing a dictionary, as well as for librarians.

Historical Dictionaries

E11. The Shorter Oxford English Dictionary on Historical Principles. 2 vols. 3d ed. Oxford University Press, 1973. 2,672p. $185 ISBN 0-19-861127-7

This work is an abridgment of the original Oxford English Dictionary, which has now been updated: Oxford English Dictionary on Historical Principles. 20 vols., edited by J.A. Simpson and E.S.C. Weiner. (Oxford University Press, 1989. $2,750/set ISBN 0-19-8611862-2). The second edition also is available on CD-ROM (Oxford University Press and Software B.V. Rotterdam, 1992. 4895), which was judged as a "Best Reference Book of 1992" by Library Journal. OED traces every word known to have been used in English from its introduction into the language to the present time or until it became obsolete, giving examples of usage at various time periods.

E12. The Oxford Companion to the English Language. Tom McArthur, ed. Oxford University Press, 1992. 1,184p. $45 ISBN 0-19-21483-X

This outstanding reference work, judged both a "Best Reference Work of 1992" by Library Journal and an "Outstanding Reference Source of 92" by the American Library Association, Reference and Adult Services Division, surveys the language and covers history, grammar, style, and rhetoric. Compiled by over 100 scholars, it is part dictionary, part usage guide, and part linguistic encyclopedia. Authoritative, useful for reference, and fun for browsing, it offers the broadest coverage of information on the English language to be found in any single source.

Special Purpose Dictionaries

Abbreviations and Acronyms

E13. Abbreviations Dictionary. 8th ed. Ralph De Sola. CRC, 1992. 1,184p. $69.95 ISBN 0-8493-4247-3

Some 46,000 abbreviations, acronyms, contractions, signs and symbols, and other short forms comprise this work. The volume also includes numerous lists--constellations, stars and symbols, and diacritical and punctuation marks.

E14. Concise Dictionary of Acronyms and Initialisms. Stuart W. Miller. Facts on File, 1988. 192p. $22.95 ISBN 0-8160-1577-5

The 5,000 most commonly used acronyms and initialisms covered by this work make it a practical choice for public libraries. Terms are from many areas.

Crossword Puzzle Dictionaries

E15. The New York Times Crossword Puzzle Dictionary. 2d ed. Thomas Pulliam and Clare Grundman. Random, 1984. 618p. $20 ISBN 0-8129-1131-8

More than 40,000 main entries provide over 500,000 answer words, making this one of the largest crossword dictionaries on the market.

Note: Other recommended works include Crossword Puzzle Dictionary, 5th ed., by Andrew Swanfeldt (HarperCollins, 1984. 831p. $22 ISBN 0-06-18161-5); and The Random House Crossword Puzzle Dictionary (Random, 1988. 1,093p. $19.95 ISBN 0-394-53513-8).

Pronunciation

E16. NBC Handbook of Pronunciation. 4th ed. Eugene Ehrlich and Raymond Hand. HarperCollins, 1984. $10.95pa. ISBN 0-06-27056-8.

This work provides pronunciations for 21,000 common words and difficult names. It purpose is as a quick-reference source for broadcasters, but it is equally useful to others.

Rhyming

E17. Words to Rhyme With: For Poets and Song Writers. Willard R. Espy. Facts on File, 1986. 656p. $55 ISBN 0-8160-1237-7

The complexity of this work limits its use, but it is the most comprehensive rhyming dictionary available. The book divides sounds into single, double, and triple rhyme lists, arranged in each section by initial vowels.

E18. The New Comprehensive American Rhyming Dictionary. Sue Young. Avon, 1991. 622p. $29.95 ISBN 0-380-71392-6

This practical guide to rhyming is organized by vowel sounds and final syllables expressing those sounds. Patrons are likely to prefer it to the more technical work by Willard Espy.

Slang, Regional English, and Americanisms

E19. Dictionary of American Idioms. 3d ed. Adam Makkai, et al, eds. Barron's Educational Series, 1987. 480p. $11.95pa. ISBN 0-8120-3899-1

Some 5,000 words and expressions are defined in clear, formal language, making this work especially useful to patrons who speak English as a second language.

Note: NTC's Dictionary of American Idioms. (National Textbook, 1987. 463p. $14.95; $12.95pa. ISBN 0-8442-5452-5; 0-8442-5452-5pa.) is a similar work.

E20. Dictionary of American Regional English. Vol. 1, A-C; Vol. 2, D-H. Harvard University Press, 1985. 903p. Vol 1, $60 ISBN 0-674-20511-1; Vol. 2, $66 ISBN 0-674-20512-X

The first two volumes of a projected 5 volume set, and the only work of its kind, this dictionary will become a classic. It represents an effort to record systematically the variations in English spoken in different sections of the United States. Each entry provides definitions, pronunciations, alternative forms, examples of use, references to dated sources, and an indication of where the word is used. Maps show distribution of many terms. These volume, and those to come, should be purchased by libraries able to afford them.

E21. New Dictionary of American Slang. Robert L. Chapman, ed. HarperCollins, 1986. 650p. $30 ISBN 0-06-181157-2

BEST COPY AVAILABLE

This work succeeds Dictionary of American Slang by Wentworth and Flexner, now out of print. The successor covers slang for all periods, including hundreds of new terms that reflect the drug scene, the computer age, and the yuppy generation. Entries provide pronunciation, appropriate classification and dating labels, definitions, illustrative phrases, and numerous cross-references. Like others of its kind, the dictionary contains taboo or vulgar words and similar non-standard terms, many of which are not found in general language dictionaries.

Note: Eric Partridge, a British scholar, originated the slang dictionary and saw his Dictionary of Slang and Unconventional English through several editions before his death. A Concise Dictionary of Slang and Unconventional English by Erich Partridge (Macmillan, 1990. 534p. $35 ISBN 0-02-605350-0) omits words and phrases contained in the original work which originated prior to the 20th century, and adds 1,500 new expressions from the 1980s. Although this is a British dictionary, it is useful for American libraries.

Synonyms and Antonyms

E22. Roget's International Thesaurus. 5th ed. Robert L. Chapman, ed. HarperCollins, 1992. 1,347p. $18.95/thumb indexed; $17.95/plain ISBN 0-06-270014-6 indexed; 0-06-270046-4 plain

The current edition of this famous work is a thorough revision of the 1977 edition. Arranged by topics or ideas suggested by words, it uses the system designed by Peter Mark Roget in the 19th century. An alphabetical index of all words treated refers to the numbered category of each. The 250,000 synonyms and related words are listed with the most common or important in bold face type, but no discrimination or discussion of differences is offered. There are numerous other thesauri which bear the name Roget in their titles, but this one is the best and most current.

E23. Webster's New Dictionary of Synonyms: A Dictionary of Discriminated Synonyms with Antonyms and Analogous and Contrasted Words. Phillip Gove, ed. Merriam Webster, 1984. 944p. $19.95 ISBN 0-87779-241-0

Published in 1942 and revised in 1968 and 1973, this synonym-antonym dictionary is an outstanding work, highly recommended. It is alphabetically arranged with synonyms and similar words defined, carefully discriminated, and illustrated with thousands of quotations. The entries also include antonyms and analogous words.

Note: Roget's 21st Century Thesaurus in Dictionary Form. Barbara Ann Kipfer (Dell, 1992. 836p. $18 ISBN 0-440-50386-8) contains 17,000 main entries in alphabetical sequence and provides a very brief definition (over 450,000) and references to an 837-term "Words in Concept Index," arranged by categories. Webster's Collegiate Thesaurus (Merriam Webster, 1976. $15.95 ISBN 0-87779-069-8), alphabetically arranged, provides more than 100,000 associated words and phrases.

Usage and Grammar

E24. The Columbia Guide to Standard American English. Kenneth G. Wilson. Columbia University Press, 1993. 496p. $24.95 ISBN 0-231-06988-X

This excellent new source focuses on American English (as opposed to Canadian or British). Some 6,500 entries explain fine distinctions in words often used interchangeably. Wilson identifies five levels of speech and three levels of writing, ranging from the most formal to the least formal, which are often referred to in his discussions. An excellent choice.

E25. The Elements of Style. 3d ed. William Strunk, Jr. and E.G. White. Macmillan, 1979. 92p. ISBN 0-02-418200-1

The compilers of this guide clearly and succinctly state the rules of good usage, often with a touch of humor, and provide several correct and incorrect examples to illustrate each case. William Strunk prepared the original handbook for his English composition classes at Cornell University, and in 1952, long after his death, E.B. White, a grateful student who became a famous essayist and children's writer, edited the small volume for publication. It was so well received that White revised and updated it in 1972 and 1979.

E26. Harper Dictionary of Contemporary Usage. 2d ed. William Morris and Mary Morris. HarperCollins, 1985. 641p. $13pa. ISBN 0-06-272021-X

This work treats virtually every aspect of the language--idioms, slang, vogue words, and regionalisms--as well as grammar and syntax, offering worthwhile advice on good (and bad) language usage. The editors utilized a panel of writers, editors, and other experts on language who have offered their opinions on debatable points of usage.

E27. Webster's Dictionary of English Usage. Merriam Webster, 1989. 992p. $21.95 ISBN 0-87779-032-9

With emphasis on current use of English, this work provides 500 entries, varying in length from a few lines to several pages, covering general usage of historical and contemporary language. Entries include numerous illustrative quotations, some 20,000 in all, from past and current sources. Examples of words and expressions treated include "you know," "prioritize," "hopefully," and "irregardless."

Visual Dictionaries

E28. The Macmillan Visual Dictionary. rev. ed. Macmillan, 1992. 862p. $45 ISBN 0-02-528160-7

This unique visual glossary provides access to words through pictures. Each page consists of drawings in color with objects and their parts labeled. The arrangement is by broad category--animal kingdom, weapons, music, etc.--supported by an index. Libraries owning the previous editions of this work need not purchase, since changes are minimal. The dictionary has been pubished as What's What: A Visual Glossary of the Physical World (Hammond, 1990), and Facts on File Visual Dictionary (1986). The same work is published in French and Chinese (see "Foreign Language" section below).

Style Manuals

E29. A Manual for Writers of Term Papers, Theses, and Dissertations. 6th ed. Kate L. Turabian. Rev. and exp. by Bonnie Birtwistle Honigablum. 300p. University of Chicago Press, 1987. $22; $8.95pa. ISBN 0-226-81624-9; 0-226-81625-7pa.

This well-known handbook, often cited as Turabian, provides information on such topics as abbreviations, spelling and punctuation, capitalization, quotations, footnote and bibliographic styles, and writing generally. This latest revision reflects the trend toward simplification of documentation.

E30. MLA Handbook for Writers of Research Papers. 3d ed. by Joseph Gibaldi and Walter S. Achtert. Modern Language Association, 1988. $9.95pa. ISBN 0-87352-379-2

A standard guide to formal writing, this work provides instructions for doing research, writing, formatting a research paper, footnotes and bibliographic forms, parenthetical documentation, and other matters of style and form. Examples illustrate rules.

Note: A number of other style manuals are available. Consult local educational institutions concerning their choices and let their requirements be your guide.

Foreign Words and Phrases

E31. Dictionary of Foreign Phrases and Abbreviations. 3d ed. Kevin Guinagh. Wilson, 1982. 288p. $40 ISBN 0-8242-0675-4

Foreign expressions, mottoes, proverbs, and abbreviations in French, German, Greek, Hebrew, Irish, Italian, Latin, Portuguese, Russian, and Spanish are listed in one alphabet, over 5,000 in all.

E32. The Harper's Dictionary of Foreign Terms. 3d ed. Eugene Ehrlich, ed. HarperCollins, 1990. 423p. $10.95pa. ISBN 0-06-091681-9

This standard source provides definitions of some 15,000 words and phrases in over 50 languages. Fields include food, the arts, business, diplomacy, and history. Unfortunately, pronunciation is not provided.

Foreign Language Dictionaries

E33. Cassell's French Dictionary. Denis Girard, et al, eds. Macmillan, 1977. 1,440p. $22.95 ISBN 0-02-522610-X

E34. Cassell's German Dictionary. rev. ed. Harold T. Betteridge, comp. Macmillan, 1978. $23.95 ISBN 0-02-522920-6

E35. Cassell's Italian Dictionary. Macmillan, 1977. $19.95 ISBN 0-02-522530-8

E36. Cassell's Latin Dictionary. D.P. Simpson, ed. Macmillan, 1977. 905p. $24.95 ISBN 0-02-522580-4

E37. Cassell's Spanish-English, English-Spanish Dictionary. rev. by Anthony Gooch and Angel Garcia de Paredes. Macmillan, 1978. 1,109p. $19.95 ISBN 0-02-522900-1

These popular, reliable dictionaries have been the standard for many years. Emphasis is on current, nontechnical language. Since Cassell is a British publisher, there will be some differences in the English language equivalents.

E39. The Facts on File English/Chinese Visual Dictionary. Jean-Claude Corbeil. Facts on File, 1988. 823p. $35 ISBN 0-8160-2043-4

E40. The Facts on File English/French Visual Dictionary. Jean-Claude Corbeil. Facts on File, 1987. 924p. $35 ISBN 0-8160-1545-7

E41. The Facts on File English/Spanish Visual Dictionary. Jean-Claude Corbell. Facts on File, 1987. 928p. $39.95 ISBN 0-8160-1546-5

Each page contains line drawings with objects and their parts labeled in the two languages. Separate indexes provide general access and thematic/specialized indexing in the two languages. The English language version of this dictionary is included under the heading "Visual Dictionaries" in this chapter.

E42. HarperCollins French Dictionary. New Standard Ed. HarperCollins, 1989. 1,056p. $20 ISBN 0-06-275513-7

E43. HarperCollins Spanish Dictionary. New Standard Ed. HarperCollins, 1984. 896p. 420 ISBN 0-06-275514-5

These popularly priced bilingual dictionaries provide comprehensive coverage (some 130,000 entries) of their respective languages. Special features include verb tables, clearly indicated pronunciations, and an indication of usage level (formal, informal, slang, etc.).

E44. HarperCollins Robert French Dictionary. HarperCollins, 1993. 1,728p. $50 ISBN 0-06-275509-9

E45. HarperCollins Spanish Dictionary. HarperCollins, 1986. 1,684p. $50 ISBN 0-06-275510-2

E46. HarperCollins German Dictionary. HarperCollins, 1984. 1,702p. $50 ISBN 0-06-275511-0

This series of unabridged dictionaries, a standard of many years, place emphasis on the current language and include examples and sample sentences to provide context. They also indicate usage level (formal, informal, vulgar, etc.).

Suggested Purchase Plan--Language Dictionaries

Group 1

* American Heritage Dictionary of the English Language. E3

A Manual for Writers of Term Papers.... E29 and/or MLA Handbook for Writers of Research Papers. E30
New Dictionary of American Slang. E21
* Oxford Companion to the English Language. E12
* Random House Dictionary of the English Language. E1
Webster's Dictionary of Engish Usage. E23
* Webster's Ninth New Collegiate Dictionary. E5
Foreign language dictionaries (purchase those needed). E33-E46

Group 2

The Columbia Guide to Standard American English. E24
Dictionary of American Regional English. E20
Elements of Style. E25
New York Times Crossword Puzzle Dictionary. E15
Roget's International Thesaurus. E22
Webster's New Dictionary of Synonyms. E23
Webster's New World Dictionary. E4
Webster's Third New International Dictionary of the English Language. E2

Group 3

Concise Dictionary of Acronyms & Initialisms. E14
Dictionary of American Idioms. E19
Harper Dictionary of Foreign Terms. E32
Kister's Best Dictionaries for Adults & Young People. E10
Macmillan Visual Dictionary. E28
Shorter Oxford English Dictionary E11 or Oxford English Dictionary. E11
12,000 Words. E7

Group 4

Abbreviations Dictionary. E13
Dictionary of Foreign Phrases & Abbreviations. E31
Harper Dictionary of Contemporary Usage. E26
NBC Handbook of Pronunciation. E16
The New Comprehensive American Rhyming Dictionary. E18
Third Barnhart Dictionary of New Words. E6

Optional Purchases
(Purchase if needed)

Scott, Foresman Advanced Dictionary. E8
Webster's School Dictionary. E9
Words to Rhymn With. E17

* A first choice

F. LITERATURE

The reference collection in literature receives heavy use in most libraries. The most frequent users are high school and college students who are preparing papers, reports, and other assignments. Other patrons may wish to locate a particular poem, find a plot summary, identify a quotation, or meet numerous other needs which the literature collection can satisfy. Reference sources for the field are numerous, and some are expensive, making it difficult to decide which to list in this chapter. Selections included are a few bibliographies and indexes and a number of encyclopedias, dictionaries, and handbooks. A number of biographical sources are included, since they meet many basic needs. In addition to essential data about author's lives, they frequently include criticisms of writings, another area in heavy demand. Despite their excessive costs, there also are a few recommended sources which focus on criticism. The last section in the chapter lists quotation books, a basic type of source in the general library.

Bibliographies

F1. Anatomy of Wonder: A Critical Guide to Science Fiction. 3d ed. Neil Barrow, ed. Bowker, 1987. 880p. $44.95 ISBN 0-8352-2312-4

This annotated bibliography covers science fiction works published from earliest times through 1986. The annotations give the story line, an evaluation, and a comparison to similar works. The guide is useful for collection development and reader's advisory services.

F2. Fiction Catalog. 12th ed. Wilson, 1991. 956p. $98/vol.and 4 supplements published annually, 1992-95. ISBN 0-8242-0804-8

The latest edition of this work, a standard since it appeared in 1908, is an annotated list of some 5,200 of the best new and established English-language fiction titles, ranging from popular contemporary works to literary classics. Designed to aid librarians in developing and maintaining the collection, it is a companion volume to Public Library Catalog (See the "Guides and Bibliographies" chapter.)

F3. Genreflecting: A Guide to Reading Interests in Genre Fiction. 3d ed. Libraries Unlimited, 1991. 345p. $35 ISBN 0-87287-930-5

The purpose of this work is to assist the librarian in identifying genre fiction of interest to a wide audience--westerns, thrillers, romances, science fiction, fantasy, and supernatural/horror. The arrangement of authors and recommended titles is by genre and then by themes and types.

Indexes

F4. The Columbia Granger's Index to Poetry. 9th ed. Edith P. Hazen and Deborah J. Fryer, eds. Columbia University Press, Nov. 1993. 2,078p. $179 through Jan. 31, 1994. ISBN 0-231-08408-0

F5. The Columbia Granger's World of Poetry on CD-ROM. Columbia University Press, 1991. $699. ISBN 0-231-07672-X CD-ROM and 10th ed of Granger's, $778. A 90-day free trial of the CD-ROM is available.

Since the first edition appeared in 1904, Granger's Index to Poetry has been considered a standard reference tool. Its purpose is to assist the reader in identifying and locating poems contained in selected anthologies. The latest edition indexes over 65,000 poems contained in some 400 collections (150 new to this edition) by first line, title, author, and subject. The most popular poems also are indexed by last line. Anthologies recommended for first purchase are highlighted. Earlier editions of Granger's should be retained, since they index older anthologies often held by libraries.

The CD-ROM version includes all of the content of the parent index along with full text of 8,500 of the most anthologized poems, and definitive quotes from an additional 1,500 famous poems. Indexing of poems is by author, subject, title, first line, or keywords in the titles and first lines. The user-friendly software includes full-text retrieval. Computer requirements are IBM XT, 286,386, or fully compatible computer; PC/MS-DOS version 3.0 or higher; 640K primary memory; and CD-ROM drive using Microsoft extensions version 1.0 or higher.

Note: The Columbia Granger's Guide to Poetry Anthologies by William Katz and Linda Sternberg Katz (Columbia University Press, 1991. 350p. $45 ISBN 0-231-07244-9) evaluates each anthology indexed in the 8th edition.

F6. Short Story Index: An Index to Stories in Collections and Periodicals. Wilson. Annual. $90/yr.

Each annual indexes short stories published in collections and in periodicals for the previous year. Five-year cumulations are available from the publisher. Those who maintain a full five-year indexing cycle receive a permanent, clothbound cumulation.

F7. Speech Index. 4th ed. Roberta Briggs Sutton. Scarecrow, 1966. 947p. $59.50 ISBN 0-8108-0138-8
Supplement, 1966-1980. Scarecrow, 1982. 466p. $45 ISBN 0-8108-1518-4

The basic volume incorporates indexing from the three previous editions, with additional coverage through 1965. The supplement adds material published through 1980. Indexing is by subject, orator, and type of speech.

F8. Benet's Reader's Encyclopedia. 3d ed. HarperCollins, 1987. 1,248p. $45 ISBN 0-06-181088-6

This standard quick-reference tool, world wide in scope, treats literary terms, important writers, allusions, plots of important works, literary characters, and much more. Focus is on literature, but the handbook also treats topics which are of interest to the reader of literature--historical events, art, and music. Entries vary in length from a few sentences to several pages, but most entries are concise.

F9. Benet's Reader's Encyclopedia of American Literature. George Perkins et al, eds. HarperCollins, 1991. 1,056p. $45 ISBN 0-06-270027-8

The focus of this handbook, likely to become a standard, is on literature of the Americas--Canada, the United States, and Latin America. The work is based on Benet's Reader's Encyclopedia (above), and a 1962 handbook entitled Reader's Encyclopedia of American Literature; some 1,500 new articles have been added. Entries range from a brief identification to extensive surveys. Highly recommended.

F10. Brewer's Dictionary of Phrase and Fable. 14th ed. Ivor H. Evans. HarperCollins, 1989. 1,264p. $35; $20pa. ISBN 0-06-016200-7; 0-06-27211-8pa.

The current edition, which updates a delightful 19th century work, is a compilation of miscellaneous information which focuses on literature and history, and on colloquial expressions or adages that stem from a simple word. Under the entry "cat," one finds "cat has nine lives," "cat 'o nine tales," "to skin a cat," and many others. The volume's value also is enhanced by numerous lists: symbols for saints, flowers and trees in symbolism, dying words of famous people, etc. Despite its British origin, this work has become a standard ready-reference tool in American libraries.

F11. Brewer's Dictionary of 20th Century Phrase and Fable. Houghton, 1982. 662p. $30 ISBN 0-395-61649-2

This work is patterned after the dictionary above and includes miscellaneous information and colloquial expressions which have originated since the turn of the century.

F12. Dictionary of Fictional Characters. William Freeman. rev. ed. Fred Urquhart. The Writer, 1974. Reprint, 1992. $17.75pa. ISBN 0-87116-166-4

This volume identifies some 22,000 characters in 2,300 classic and modern British and American novels, short stories, poems, plays, and operas, by over 600 authors. The identification of each includes his/her relationship to other characters in the same work. Indexing by author and title enables the reader to find the characters in a particular work.

F13. A Handbook of Literature. 5th ed. Hugh Holman and William Harmon. Macmillan, 1986. 647p. $27.50 ISBN 0-02-553430-0

An important literary handbook for high school and college students, this work contains entries which treat literary terms, concepts, schools, and movements, each with definitions, explanations, and illustrations. Individual authors are not treated but often are referred to in articles. The work also provides an outline of English and American literary history.

F14. The Oxford Companion to American Literature. 5th ed. James D. Hart. Oxford University Press, 1983. 906p. $49.95 ISBN 0-19-503074-5

This standard work covers American literary and popular authors from colonial times to the present, and major social and cultural movements reflected in American literature. The alphabetically-arranged entries provide short biographies of authors and information about their styles and interests; over 1,000 summaries of novels, short stories, essays, poems, plays, biographies, tracts, narratives, and histories; definitions of literary terms; historical outlines of literary schools and movements; literary awards and societies; scholarly organizations; magazines and newspapers. A chronology of literary and social history concludes the volume.

Note: Smaller libraries may wish to consider The Concise Oxford Companion to American Literature by James Hart (Oxford University Press, 1986. 504p. $30; $12.95pa. ISBN 0-19-503982-3; 0-19-504771-0pa.), which contains about half as much information (2,000 brief entries) as the parent volume, but may serve their needs. Another work, The Cambridge Handbook of American Literature, ed. by Jack Salzman (Cambridge University Press, 1986. 286p. $24.95 ISBN 0-521-3070-1) focuses on the most significant aspects of the literature and is far less comprehensive than the longer Oxford Companion to American Literature.

F15. The Oxford Companion to English Literature. 5th ed. Margaret Drabble, ed. Oxford University Press, 1985. 1,155p. $49.95 ISBN 0-19-866130-4

This indispensable reference work, edited by a noted novelist and critic, includes over 2,000 plot summaries and outlines of novels, plays, poems, etc.; over 3,000 concise biographies; entries for literary characters; definitions of literary and artistic terms; and lists of prizes, periodicals, newspapers, and literary agents.

Note: Concise Oxford Companion to English Literature. ed. by Margaret Drabble and Jenny Stringer (Oxford University Press, 1987. 640p. $24.95 ISBN 0-19-866140-1) is an updated but abbreviated version of the parent work.

F16. Princeton Encyclopedia of Poetry and Poetics. Alexander Preminger et al, eds. Princeton University Press, 1974. 906p. $29.50pa. ISBN 0-691-01217-9

The 1,034 entries range in length from a few sentences to long surveys, covering history, techniques, poetics and criticism, and other theoretical topics. Poets, poems, and allusions, per se, are not covered. This authoritative work contains a vast amount of material.

Note: The Princeton Handbook of Poetic Terms, ed by Alexander Preminger, et al (Princeton University Press, 1986. 309p. $42; $12.95pa. ISBN 0-691-16659-0; 0-691-01425-6pa.) is an updated but abbreviated version of the parent work.

F17. William Shakespeare: His World, His Work, His Influence. 3 vols. John F. Andrews, ed. Scribner's, 1985. $225/set ISBN 0-684-17851-6

Volume 1, His World, includes articles on life in Elizabethan England; volume 2, His Work, focuses on comedies, tragedies, sonnets, and other poems; volume 3, His Influence, treats his influence on drama and the modern theater. The signed articles are illustrated with black-and-white drawings and photographs and supported by bibliographies. Highly recommended.

Note: Recommended, less expensive works include Shakespeare for Students (Gale, 1992. 529p. $49.95 ISBN 0-8103-8247-4), which treats his most commonly studied plays; and Shakespeare A to Z: The Essential Reference to His Plays, His Poems, His Life and Times, and More by Charles Boyce (Facts on File, 1990. 742p. $45 ISBN 0-8160-1805-7), which discusses each of the plays and many other topics related to Shakespeare's life, times, and literary and theatrical legacy.

Criticism

F18. American Writers. 4 vols. with 3 supplements, 2 vols. each. Leonard Ungar and A. Walton Litz, eds. Scribner's, 1974-1991. $625/set ISBN 0-684-17322-0 $85/individual vols. $169/supplements (2 vols. each)

The 97 critical essays in the main set and 88 in the three supplements concern poets, novelists, short story writers, playwrights, and critics. The articles are lengthy (12 to 15 pages) and consist of in-depth analyses of each author's style, themes, and viewpoints. There are no biographical sketches or plot summaries.

F19. Black Literature Criticism: Excerpts from Criticisms of the Most Significant Works of Black Authors Over the Past 200 Years. 3 vols. James P. Draper, ed. Gale, 1992. 2,078p. $250/set ISBN 0-8103-7929-5

This collection of critical commentaries of 125 black writers was judged an "Outstanding Reference Source of 1992" by the American Library Association/Reference and Adult Services Division. The writers chosen are those most likely to be of interest today. Indexing is by name, nationality, and title.

F20. British Writers. 8 vols., with 2 supplements. Ian Scott Kilvert, ed. Scribner's, 1979-1992. $490/8 vol. set ISBN 0-684-15253-X Supplement 1, $90 ISBN 0-684-18612-8 Supplement 2, $90 ISBN 0-684-19214-4

Like its companion, American Writers (see above), this set includes in-depth analyses of authors; in this case, 179 writers (in the set and two supplements) who made a significant contribution to British literature from the 14th century to the present. The chronologically-arranged volumes contain introductory essays and a chronology of major political and literary events.

F21. Contemporary Literary Criticism: Excerpts from Criticisms of the Works of Today's Novelists, Poets, Playwrights, Short Story Writers, Filmmakers, and Other Creative Writers. Gale, 1973--68 vols. (ongoing) $108/vol.

F22. Twentieth-Century Literary Criticism. Gale, 1978--46 vols. (ongoing) $108/vol.

F23. Nineteenth-Century Literary Criticism. Gale, 1981--44 vols. (ongoing) $108/vol.

Critical excerpts from a variety of sources comprise these ongoing series. Contemporary Literary Criticism includes authors still living or who died after 1959. Twentieth-Century Literary Criticism focuses on authors who died between 1900 and 1959. Nineteenth-Century Literary Criticism includes ones who had died by 1899. In addition to critical discussions of each author's work, there is a portrait, a biographical sketch, a list of principal works, and citations to critical books and articles.

F24. Concise Dictionary of American Literary Biography. 6 vols. Gale, 1987-1989. $350/set ISBN 0-8103-1818-0

This biographical/critical set focuses on the American writers most frequently studied in high schools and colleges. The chronologically-arranged volumes each includes long, definitive essays on 30 to 40 writers from all genres. The set is similar in format to Dictionary of Literary Biography (Gale, 1978--(ongoing). $108/vol.).

F25. Masterpieces of World Literature. Frank N. Magill, ed. HarperCollins, 1989. 957p. $45 0-06-270050-2

This work contains plot summaries, character portrayals, and analyses of 270 classics of world literature--novels, plays, stories, poems, and essays.

F26. Scribner Writers Series on CD-ROM. Scribner's. $495/single-user version; $595/network version.

The full-text essays on 510 writers, identified as those most frequently taught in high schools and colleges, are drawn from nine Scribner's sets. The selection includes all 185 authors covered in American Writers (see above) and all 179 authors in British Writers (see above), plus selections from European Writers, Latin American Writers, Modern Women Writers, African American Writers, Science Fiction Writers, and Supernatural Fiction Writers. Utilizing a menu, the user can go immediately to the entry on a specific writer. The CD-ROM is designed for use on IBM compatible PCs with Microsoft Windows.

Biographical Sources

F27. Contemporary Novelists. 5th ed. Lesley Henderson, ed. St. James, 1992. 1,003p. $115
ISBN 1-55862-036-2

This volume contains biocritical information on some 600 English-language novelists from around the world. In addition to basic biographical data and a short critical essay, there often are comments by the author. There also are bibliographies of works by and about the author.

F28. Contemporary Poets. 5th ed. Tracy Chevalier, ed. St. James, 1991. 1,179p. $135 ISBN 1-55862-035-4

There is material for some 800 significant English-language poets. Information is similar to that contained in Contemporary Novelists (see above). Some 70 new entries were added to this edition, while others were dropped. The appendix covers 14 deceased poets who are of interest.

F29. Discovering Authors. CD-ROM. Gale, 1993. $500/single user version; $700/network version.

There is no exact print equivalent of this CD-ROM product. Information is drawn from several of Gale's ongoing series, such as Dictionary of Literary Biography. For the authors selected, which are those commonly studies in high schools and colleges, there are bio/critical essays on them, full bibliographies of their writings, and sources for further study. Access points include author, title, subject terms, genre, setting, time period, characters, themes, and background information on authors (nationality, birth and death dates, education, awards, and interests).

F30. Major 20th Century Writers: A Selection of Sketches for Contemporary Authors. 4 vols. Bryan Ryan, ed. Gale, 1991. $295/set ISBN 0-8103-7766-7

This set includes biographical and career information for some 1,000 of the most influential writers of this century--novelists, poets, playwrights, popular writers, and journalists. Most are American or British, but a few are from other English-speaking countries. Most entries are updated versions of articles in Contemporary Authors (see note below), but a few are new to this set. Profiles include insights into personality, hobbies, and interests, as well as criticisms of writings.

Note: The ongoing series Contemporary Authors (Gale, 1962 to date) has been a standard in libraries since it began and was selected by the American Library Association in 1985 as one of the most distinguished reference titles published during the past 25 years. The numerous subseries make selection not only confusing but also expensive. All volumes are available at $108 each (143 vols. to date). Themost recent subseries is Contemporary Authors New Revised Series (Gale, 1987--ongoing), which contains updated profiles of authors who have been highly productive since they appeared in Contemporary Authors.

Spanish American Authors: The Twentieth Century, by Angel Flores (Wilson, 1993. 915p. $100 ISBN 0-8242-0806-4) may be required by some libraries serving Hispanic populations. It includes writers for all of the Americas who have achieved greatness and others who appear to have the potential to do so.

The Wilson Author Series

The 11 volumes in this series each address authors in a specific time period and geographical area and profile both popular and influential writers. In addition to the authors of fiction, the volumes also include significant historians, theologians, philosophers, statesmen, educators, critics, scientists, and journalists. Each sketch provides essential biographical data as well as a discussion of literary significance, a critical evaluation, a list of the author's principal works, a bibliography of major criticisms, and, when available, a portrait or photograph.

F31. American Authors: 1600-1900, ed. by Stanley Kunitz and Howard Haycraft. Wilson, 1938. 846p. $68 ISBN 0-8242-0001-2

Some 1,300 authors from colonial times to the nineteenth century are included.

F32. Twentieth Century Authors. Stanley Kunitz and Howard Haycraft. Wilson, 1942. 1,577p. $87 ISBN 0-8242-0049-7

F33. Twentieth Century Authors, Supplement I. Stanley Kunitz and ed. Wilson, 1955. 1,123p. $77 ISBN 0-8242-0050-0

The basic volumes and its supplement cover authors from throughout the world whose works have been published in English. There are 1,850 entries in the first volume and 700 in the supplement.

F34. World Authors: 1950-1970. John Wakeman, ed. Wilson, 1975. 1,593p. $95 ISBN 0-8242-0429-0

F35. World Authors: 1970-1975. John Wakeman, ed. Wilson, 1980. 893p. $80 ISBN 0-8242-0641-X

F36. World Authors: 1975-1980. Venita Colby, ed. Wilson, 1985. 831p. $82 ISBN 0-8242-0715-7

F37. World Authors: 1980-1985. Venita Colby, ed. Wilson, 1991. 938p. $82 ISBN 0-8242-0797-1

These four volumes, which continue Twentieth Century Authors and its Supplement, cover prominent writers worldwide whose works have been translated into English: 950 in the volume for 1950-70; 348 in the 1970-75 volume; 379 in the 1975-80 volume, and 320 in the 1980-85 volume. Entries assess the author's body of writings and evaluate principle works for novelists, poets, and dramatists.

Note: Other volumes include: British Authors Before 1800, Stanley Kunitz and Howard Haycraft (Wilson, 1952. 584p. $56 ISBN 0-8242-0006-3); British Authors of the 19th Century, Stanley Kunitz and Howard Haycraft (Wilson, 1936. 677p. $59 ISBN 0-8242-0007-1); European Authors: 1000-1900, Stanley Kunitz and Venita Colby (Wilson, 1967. 1,016p. $70 ISBN 0-8242-0013-6); and Greek and Latin Authors: 800 B.C.-A.D. 1000, Michael Grant (Wilson, 1980. 492p. $62 ISBN 0-8242-0640-1).

Directories

F38. The Writer's Handbook. The Writer. Annual. 1994 ed., $27.95

This annual will be welcomed by those who seek an outlet for their fiction, nonfiction, screenplays, and other writings. The handbook includes information on writing and manuscript preparation, but it is mainly a directory of sources for selling the writer's work--publishers of books and magazines, radio and television companies, etc.--with addresses, editors, editorial requirements, types of material sought, payment rate, and other useful information.

Note: The Writer's Market: Where and How to Sell What You Write (Writer's Digest Books. Annual. 1993 ed. $26.95 ISSN 0084-2724), which is similar to The Writer's Handbook, also includes greeting card companies.

Quotations and Proverbs

F39. The Facts on File Dictionary of Proverbs. Rosalind Fergusson, comp. Facts on File, 1983. 331p. $27.95 ISBN 0-87196-298-5

Some 7,000 proverbs, all nations and all times, are contained in this collection. Meanings are clarified, but the saying's history is not provided. The arrangement is by 188 categories, supported by keyword indexing.

F40. Dictionary of American Proverbs. Wolfgang Mieder, et al, eds. Oxford University Press, 1992. 710p. $49.95 ISBN 0-19-505399-0

Named as an outstanding reference book of 1992 by both Library Journal and the American Library Association/Reference and Adult Services Division, this new work includes 15,000 proverbs currently used in the United States and Canada. Based on field work between 1945 and 1985, this is the first major collection of English-language proverbs based on oral rather than written sources. Proverbs are defined as "concise statements of apparent truths that have common currency."

F41. Familiar Quotations. John Bartlett. 16th ed., ed. by Justin Kaplan. Little, Brown, 1992. 1,405p. $40 ISBN 0-316-08277-5

The best known of the quotation books, Bartlett's, as it is usually called, began its history in 1855. The latest edition includes more than 2,550 authors (340 new to this revision) from ancient Egypt to Sesame Street, cited in some 22,500 quotes, with indexing by author, subject, and key words. Exact references to original sources are provided, as well as helpful historical footnotes. Earlier editions should be retained, since some quotations are deleted from each revision. The 16th, for example, dropped 245 persons included in the 15th.

F42. The Oxford Book of Modern Quotations. Tony Augarde, ed. Oxford University Press, 1991. 371p. $29.95 ISBN 0-19-866141-X

This quotation book serves as an excellent supplement to Bartlett's. The 5,000 quotes, arranged alphabetically by name (Abbott and Costello to Frank Zappa), are by prominent public figures, including ones in popular culture. It should be noted, however, that some persons quoted are British and not well known here.

F43. The Oxford Dictionary of Quotations. 3d ed. Oxford University Press, 1979. 907p. $49.95 ISBN 0-19-211560-X

Some 40,000 quotations, chosen for their popularity and usefulness to the reader, are arranged alphabetically by the author quoted, supported by exhaustive key word indexing. A separated section includes anonymous sayings, ballads, and Biblical quotations.

F44. The New Quotable Woman: From Eve to the Present. Elaine Partnow. Facts on File, 1992. 720p. $40 ISBN 0-8160-2134-1

All quotes included in The Quotable Woman 1800-1921 and The Quotable Woman: Eve to 1779, plus updated material on contemporary women comprise this new edition of a well-established quotation book. The 12,500 quotes from some 2,500 women cover all subjects. There are two indexes, one by subject and names and the other by occupations and nationality or ethnic group, the latter new to this edition.

F45. Respectfully Quoted: A Dictionary of Quotations Requested from the Congressional Research Service. Suzy Platt, ed. Congressional Quarterly, 1992. 520p. $34.95; $19.95pa. ISBN 0-87187-687-6

The Congressional Research Service of the Library of Congress, which supports members of Congress and their staffs, based this collection of quotes in their files of frequently asked questions. It includes 21,000 popular quotes, arranged by subject, keyword, and author. This quotation book is a worthwhile addition to the public library reference shelves.

Suggested Purchase Plan–Literature

Annual

Writer's Handbook. F37 or Writer's Market. N. following F37

Group 1

Benet's Reader's Encyclopedia of American Literature. F9
* Concise Dictionary of American Literary Biography. F24
Columbia Granger Index to Poetry. F4 or *The Columbia Granger's World of Poetry CD-ROM. F5
Dictionary of Fictional Characters. F12
* Familiar Quotations. F41
Fiction Catalog. F2
Handbook of Literature. F13
* Oxford Companion to American Literature. F14 or Concise Oxford Companion to American Literature. N. following F14
* William Shakespeare: His World, His works, His Influence. F17 or one of the works listed in the N. following F17

Group 2

American Writers. F18
Benet's Reader's Encyclopedia. F8
Black Literature Criticism. F19
Brewer's Dictionary of Phrase & Fable. F10
Brewer's Dictionary of 20th Century Phrase & Fable. F11
Contemporary Novelists. F27
Dictionary of American Proverbs. F40
Masterpieces of World Literature. F25
Respectfully Quoted. F45

Group 3

British Writers. F20
Concise Dictionary of American Literary Criticism. F24
Genreflecting. F3
Major 20th Century Writers. F30
Oxford Companion to English Literature. F15 or Concise Oxford Companion to English Literature.
Oxford Dictionary of Quotations. F43
Twentieth Century Authors and Supplement I. F32, F33
World Authors. F34-F37

Group 4

American Authors: 1600-1900. F31
Anatomy of Wonder. F1
Contemporary Poets. F28
Facts on File Dictionary of Proverbs. F39
New Quotable Woman. F44
Oxford Book of Modern Quotations. F42
Princeton Encyclopedia of Poetry & Poetics. F16

Optional Purchases
(Purchase if needed)

- Contemporary Literary Criticism. F21
- DIScovery Authors. F29
- Nineteenth-Century Literary Criticism. F23
- Scribner Writers Series on CD-ROM. F26
- Short Story Index. F6
- Speech Index. F7
- Twentieth-Century Literary Criticism. F22

* A first choice

G. VISUAL ARTS

Visual arts include painting, sculpture, and architecture. The reference tools listed are those which are most frequently needed--encyclopedias, dictionaries, handbooks, histories, and biographical sources. Bibliographies and indexes are seldom required in small and medium-sized public libraries. If there is such a need, Art Index (Wilson, 1929 to date. Quarterly with annual cumulations. Sold on a service basis.) is the basic index for art journals and museum bulletins.

Encyclopedias and Dictionaries

G1. Dictionary of 20th Century Design. John Pile. Facts on File, 1990. 312p. $35 ISBN 0-8160-1811-1

Design is defined by this work as determing form of functional objects--shape, texture, color, size, pattern, etc. Over 1,000 entries pertaining to art, architecture, and crafts define periods, movements, styles, designers, manufacturers, and much more, supported by some 200 black-and-white illustrations and bibliographies. This very useful and unusual work brings together a wealth of information that is often scattered and obscure.

G2. Encyclopedia of Visual Art. 10 vols. Encyclopaedia Britannica, 1989. $279/set ISBN 0-85229-187-6

Excellent essays and beautiful illustrations comprise this set. The chronologically-arranged articles focus on survey articles concerning art history and biographies of contemporary and classic artists representing all of the visual arts. An index, glossary, and bibliography support this outstanding set.

G3. Encyclopedia of World Art. 15 vols. J. Heraty Assocs, 1959-68. $1,495/set ISBN 0-07-019467-X
Vol. 16, Supplement, 1983. $99.50 ISBN 0-318-00457-7 Vol. 17, Supplement II, 1987. $99.50
ISBN 0-910081-01-8

This extensive work includes some 1,000 monographic essays in the main set, contributed by art scholars from around the world. There are hundreds of illustrations in the text, plus 450-550 plates in the back of each volume. Volume 15, the analytical index, lists all art works mentioned or depicted. Bibliographies are extensive. The two supplementary volumes extend coverage to the early 1980s.

Note: International Dictionary of Art and Artists. 2 vols. James Vinson, ed. (St. James Press, 1990. $250/set ISBN 1-55862-055-9) is an excellent set, covering Western Europe and the Americas from the Renaissance to the present, but the 500 artistic works are reproduced in black and white, making this a less desirable set than others. Volumes may be purchased separately: Vol. I, World of Art ($120 ISBN 1-55862-055-9); Vol. II, Artists ($120 ISBN 1-55862-000-1).

G4. The Oxford Companion to Twentieth Century Art. Harold Osborne, ed. Oxford University Press, 1988. 656p. $49.95; $22.50pa. ISBN 0-19-866119-3; 0-19-282076-1

Emphasis is on the period from 1900 to 1975. Articles cover artists, movements, and trends, supported by illustrations and bibliographies. The work is of the usual Oxford "companion" excellent quality.

G5. The Oxford Dictionary of Art. Ian Chilvers, et al, eds. Oxford University Press, 1988. 576p. $49.95 ISBN 0-19-866133-9

About 3,000 concise, non-technical entries address artists, movements, and persons involved in the art world. There are no bibliographies or illustrations. This work consists of articles extracted from three standard art reference works: Oxford Companion to Art (1962), Oxford Companion to the Decorative Arts (see "Applied Arts" chapter), Oxford Companion to Twentieth Century Art (see above).

G6. Oxford Illustrated Encyclopedia, Vol. 5, The Arts. John Julius Norwich, ed. Oxford University Press, 1990. 512p. $45 ISBN 0-19-869137-8

Broad coverage of the arts--painting, sculpture, architecture, music, literature, drama, cinema, and decorative and applied arts--makes this work an excellent selection for small and medium-sized libraries. Over 3,000 entries ranging from one to three paragraphs survey major works and performances of contemporary and earlier times. Some 350 beautiful black-and-white and color illustrations support the text. This volume, which is part of an eight-volume set covering a variety of subject areas, can stand alone as a general study of the fine arts.

Handbooks

G7. The Artist's Handbook of Materials and Techniques. 5th ed. Ralph Mayer. Rev. ed. updated by Steven Sheehan. Viking, 1991. 761p. $30 ISBN 0-670-83701-6

This handbook provides information concerning materials and methods used in oil, tempera, watercolor, and gouache. Other entries deal with chemistry of materials, solvents, thinners, and specific kinds of painting, such as mural. A detailed index and bibliography conclude the volume.

Histories

G8. History of Art. 4th ed. Horst W. Janson and Anthony F. Janson. Prentice Hall, 1991. $48.95 ISBN 0-8109-388463-5

Although this work is a textbook on art history, the handsomely illustrated volume is an excellent reference source. The survey articles cover Western painting, sculpture, and architecture from the earliest times to the present.

Directories

G9. American Art Directory. Bowker. Annual. 1993-94 ed., $186/yr. ISSN 0065-6968

This directory of some 2,500 U.S. and Canadian museums and art organizations and 1,700 art schools is a treasury of information. It provides addresses, telephone numbers, key personnel, budget, admission requirements and curricula (for art schools), collections and exhibits (for museums), etc. Arrangement is by state or province and city.

G10. Artist's Market. Writer's Digest, 1979 to date. Annual. 1992 ed., $21.95 ISSN 0161-0546

Those attempting to market their own graphic art works will find this directory useful. It provides listings for magazine/book publishers, agencies, greeting card companies, and audiovisual firms. Information includes contact persons, addresses, pay rates, special requirements, and sales tips.

Biography

G11. Contemporary Artists. 3d ed. Colin Naylor, ed. St. James Press, 1989. 1,059p. $145 ISBN 0-912289-96-1

Articles on 850 contemporary artists worldwide comprise this excellent work. Entries include a short biographical sketch, a list of exhibitions and collections in which the artist is represented, bibliographies by and about the artist, a signed critical essay by one of the contributors, and a comment by the artist on his/her work.

G12. Dictionary of Contemporary American Artists. 5th ed. Paul Cummings, ed. St. Martin's, 1988. 653p. $75 ISBN 0-312-00232-7

Although the title implies living artists, about one fourth have been active during the last 50 years, but are deceased. For each of the 900 persons included, the entry provides dates, education, commissions, awards, address, dealer's address, exhibitions, collections, and a bibliography. Some 125 black-and-white reproductions are scattered throughout the work.

G13. World Artists, 1950-1980. Claude Marks, ed. Wilson, 1984. 928p. $80 ISBN 0-8242-0707-6

G14. World Artists, 1980-1990. Claude Marks, ed. Wilson, 1991. 432p. $52 ISBN 0-8242-0827-7

These companion works provide surveys of the careers of world artists, 312 in the foundation volume and 120 in the second volume. Critical commentaries and a biographical narrative cite statements of critics and reviewers and often include comments by the artists. Entries, which averages 3,500 words in length, are followed by a list of the artist's works, major solo and group exhibitions, and a bibliography of reviews.

Note: Who's Who in American Art, annual (Bowker, 1992 ed., $105 ISSN 000-0191) provides basic biographical data and professional information on some 11,000 artists in each annual. This work also is available online through Dialog and ORBIT Search Service.

Architecture

G15. American Shelter: An Illustrated Encyclopedia of the American Home. Lester Walker. Overlook Press, 1981. 320p. $35 ISBN 0-87951-131-1

This is an excellent source for determining the architectural styles of America. Ninety-nine different structures, arranged chronologically, are illustrated with floor plans and isometric drawings, accompanied by explanatory notes. In order to aid the reader in locating a particular style, the table of contents includes tiny drawings of building facades.

Note: Identifying American Architecture, rev. by John J. Blumenson (Norton, c1981, 1990. 136p. $11.95pa. ISBN 0-910050-50-3) focuses on 39 architectural styles, arranged chronologically from Spanish Colonial to Art Moderne.

G16. Dictionary of Architecture and Construction. 2d ed.Cyril M. Harris. McGraw-Hill, 1988. 553p. $59.95; $26.50pa. ISBN 0-07-026888-6; 0-07-026819-3

Definitions of some 18,000 terms, tools, and equipment are supported by numerous black-and-white illustrations. The purpose is to provide a common terminology in architecture and construction for specification writers, students, building tradesman, and lay persons.

G17. History of Architecture. 19th ed. Sir Banister F. Fletcher. John Musgrove, ed. Butterworth, 1987. 1.536p. $85 ISBN 0-408-01587-X

Since its appearance in 1896, this classic work has been revised many times. Coverage in this edition has been expanded on Africa, the Americas, Asia, the Far East, and Australia, and seven chapters on twentieth-century architecture have been added. The work is supported by maps, photographs, a glossary, and an extensive index.

G18. Master Builders: A Guide to Famous American Architects. Diane Maddex, ed. Preservation Press, 1985. 204p. $9.95pa. ISBN 0-89133-111-5

Beginning with William Thornton, the designer of the U.S. capitol, this work provides profiles of outstanding American architects and builders, 100 in all. The entries emphasize their major achievements and influence on the field. A portrait and several illustrations of their architectural designs accompany each entry.

G19. Twentieth Century Architecture: A Visual History. rev. ed. Dennis Sharp. Facts on File, 1991. 424p. $65 ISBN 0-8160-2438-3

Using some 1,300 photographs and drawings to illustrate the changes in both homes and public buildings, this excellent work treats international architectural developments, decade by decade since the turn of the century. Although this work is a history of the modern period in architecture, it is an excellent reference source for use in answering questions related to American architecture.

Suggested Purchase Plan–Visual Arts

Every 2-3 Years

Artist's Market. G10

Group 1

American Shelter. G15
Artist's Handbook of Materials & Techniques. G7
Contemporary Artists. G11
Dictionary of Architecture & Construction. G16
History of Art. G8
Oxford Companion to Twentieth Century Art. G4
Oxford Illustrated Encyclopedia, Vol. 5: The Arts. G6
Twentieth Century Architecture. G19

Group 2

Dictionary of Contemporary American Artists. G12
Dictionary of 20th Century Design. G1
Encyclopedia of Visual Art. G2
History of Architecture. G17
Master Builders. G18
Oxford Dictionaryof Art. G5
World Artists. G13, G14

Optional Purchases
(Purchase if needed)

American Art Directory. G9
Encyclopedia of World Art. G3

* A first choice

H. APPLIED ARTS

This chapter groups together a number of specialized fields--antiques, ceramics, costume and fashion, furniture and interior decorating, glass, jewelry, silver, and photography--all popular areas. Public libraries need a few basic sources for each field, as well as general sources which pertain to many of the decorative arts. The reference books on antiques which are listed are especially useful, since they cover items in many fields.

General Works

H1. Directory of Secondary Market Retailers: Buying and Selling Limited Edition Artwork. Diane Carnevale Jones. Collectors' Information Bureau; distr. by Wallace-Homestead, 1992. 212p. $45
ISBN 0-87069-677-7

This directory of secondary markets, for items no longer produced or manufactured and no longer sold by distributors, lists some 200 retailers who specialize in these types of items. Emphasis is on collectibles such as china, crystal, silver, and objets d'art. Entries include business history, address, telephone and fax numbers, and their secondary market lines. The directory should be of interest to those who wish to sell as well as these who wish to buy.

H2. The Facts on File Dictionary of Design and Designers. Simon Jervis. Facts on File, 1984. 544p. $24.95
ISBN 0-87196-891-6

This work provides brief biographies of leading designers from the 15th century to the present day. Fields represented are ceramics, furniture, glass, interior design, ornaments, and textiles. Definitions of terms and entries for styles and other topics related to design also are included.

H3. The Oxford Companion to the Decorative Arts. Harold Osborne, ed. Oxford University Press, 1985.
$22.50pa. ISBN 0-19-281863-5

The decorative arts are defined here as including items intended to be functional which are "prized for the quality of their workmanship and beauty of their appearance." This reprint of a 1975 work provides authoritative coverage for such areas as ceramics, textiles, wood and metal work, glass, clocks, leather, enamel, lacquer, toys, lace, and embroidery. Emphasis is on the Western world.

H4. Penguin Dictionary of Decorative Arts. new ed. John Fleming and Hugh Honour. Viking, 1990. 964p.
$40pa. ISBN 0-670-82047-4

This work includes terms, designs, motifs, and symbols used in the decorative arts. There also are biographies of well-known craftsmen and designers, entries on materials and processes, and some 100 black-and-white illustrations.

Antiques

H5. Field Guide to American Antique Furniture. Joseph T. Butler. Holt, 1985. 399p. $15.95
ISBN 0-8050-0124-7

This excellent and indispensable guide provides a history of furniture from the 17th century to early 20th century. Arranged chronologically by type of furniture and then by geographic region, the entries are supported by some 17,000 detailed line drawings. A glossary, a directory of American antique furniture collections, a bibliography, and an index complete this highly recommended work.

H6. Kovels' Antique and Collectible Price List. 25th ed. Ralph Kovel and Terry Kovel. Crown, 1993. Annual.
$13 ISBN 0-517-59109-X

Library patrons often seek antique values. This annual gives estimated prices for some 50,000 items in virtually every area of antiques and collectibles. Some 500 photographs also help identify items, designs, and patterns. The Kovels are nationally known antique experts and appraisers.

H7. The Official Price Guide to Antiques and Collectibles. 12th ed. Ballantine, 1993. $12.95
ISBN 0-87637-845-9

A wide variety of antiques and collectibles are included in this frequently updated guide, which expands its coverage with each new edition. Prices and marketing information are provided, as well as information on items that have sold at record levels. There are photographs of many items. This guide is a must for most public libraries.

Ceramics

H8. Book of Pottery and Porcelain. rev. ed. Warren E. Cox. Crown, 1970. $37.50 ISBN 0-517-53931-4

This standard of over two decades provides a comprehensive history of ceramics.

H9. Kovels' New Dictionary of Marks: Pottery and Porcelain, 1950 to the Present. Ralph M. Kovel and Terry H. Kovel. Crown, 1986. $17.95 ISBN 0-517-55914-5

This valuable source identifies 3,500 pottery and porcelain marks, which are illustrated in black-and-white drawings and photographs.

Note: Marks and Monograms on European and Oriental Pottery and Porcelain. 2 vols. 15th ed. William Chaffers. (Borden, c1965, 1983. $39.95/set ISBN o-87505-067-0) is another standard work on the topic.

H10. Illustrated Dictionary of Ceramics. Harold Newman and George Savage. Thames & Hudson, 1985. 319p. $14.95pa. ISBN 0-500-27380-4

Short, clear, and simple definitions in non-technical language concern terms, styles, techniques, processes, shapes, materials, patterns, and popular names of pieces, from antiquity to the present. The outer margins on each page contain black-and-white drawings and photographs.

Costume and Fashion

H11. The Dictionary of Costume. Ruth Turner Wilcox. Macmillan, c1963, 1977. 406p. $60
ISBN 0-684-1510-2

A standard work, this dictionary contains 3,200 entries on clothing from around the world and for all periods--jewelry, underclothing, fabrics, lace, folk costumes, high fashions, academic and military dress--and entries for tailoring and dressmaking terms. Illustrations are numerous.

H12. Encyclopedia of Textiles. Judith Jerde. Facts on File, 1990. 272p. $45 ISBN 0-8160-2105-8

This work covers all types of textiles, giving their origin, how they are produced, and how to care for them. Among those included are cashmere, chiffon, damask, linen, moire, peau de soie, and velvet. Raw materials used in production --flax, lanolin, dyes, cellulose, etc --also are discussed.

H13. Encyclopedia of World Costume. Doreen Yarwood. Outlet Book Co., c1978, 1988. 471p. $16.99
ISBN 0-517-61943-1

A reprint of a 1978 work, this standard encyclopedia provides comprehensive coverage of world costumes from ancient times to the present--hairstyles, cosmetics, fabrics, items of clothing, etc. The 650 entries are supported by a bibliography.

H14. Fairchild's Dictionary of Fashion. 2d ed. Charlotte Mankey Calasibetta. Fairchild Books,1988. 749p. $50
ISBN 0-87005-635-2

Concise definitions of over 15,000 terms related to fashion from classical to modern times comprise this dictionary. Over 500 black-and-white drawings, 16 pages of full-color illustrations, and a biographical index of designers supports the text.

H15. Five Centuries of American Costumes. Ruth T. Wilcox. Macmillan, 1977. 207p. $27.50
ISBN 0-684-15161-8

Wilcox treats costumes for men, women, and children of North and South America from the 16th century to modern times. Clear line drawings support the text.

H16. The Historical Encyclopedia of Costumes. Albert Racinet. Facts on File, 1988. 320p. $45
ISBN 0-8160-1976-2

World costumes from ancient Egypt to 19th century Europe are the focus of this volume, a translation and condensation of the author's six-volume set, History of World Costume (1876-1888). Clothing of people at all levels--royalty, the working class, the poor, soldiers, scholars, etc.-is discussed and illustrated with more than 2,000 pictures, most in color.

Furniture and Interior Design

H17. Complete Dictionary of Furniture. John Sloag. rev. by Clive Edwards. Overlook Press; distr. by Viking, 1991. 822p. $35 ISBN 0-87951-414-0

A revision of a 1952 classic work, this dictionary contains some 3,000 entries about furniture made in England since 1100 and in North America since 1650--styles, wood, fabric, hardware, and furniture makers. Other features include numerous charts, tables, and lists, and a bibliography.

H18. Concise Encyclopedia of Interior Design. 2d ed. Allen Dizik. Van Nostrand Reinhold, 1988. 320p. $19.95 ISBN 0-442-22109-6

This dictionary contains brief entries for architecture, construction, furniture periods, room arrangements, fabrics, wall and floor coverings, lighting, and antiques. Charts and tables of carpet fibers and other materials, periods and styles of furniture, and measuring for wallpaper and reupholstering are useful features. Line drawings support the text.

H19. Dictionary of Furniture. Charles Boyce. Facts on File, 1985. 331p. $35 ISBN 0-8160-1042-0

More than 2,000 entries cover furniture styles, movements, and periods from ancient times through the Postmodern era, and from all regions of the world. Some 400 line drawings illustrate the text.

Note: The Encyclopedia of Furniture, 3d ed., by Joseph Aranson (Crown, 1961. 484p. $17.50
ISBN 0-517-03735-1) is another standard work.

Glass

H20. Encyclopedia of Pattern Glass. 2 vols. Minnie Elizabeth Kamm and Serry Wood, ed. Century, 1961. $40/set ISBN 0-87282-080-7; 0-87282-081-5

Patterned glass, a popular collectible, was produced from the early part of the 19th to well into the 20th century. This extensive guide describes patterns produced during this long period, arranged by pattern name.

H21. Pressed Glass in America: Encyclopedia of the First Hundred Years, 1825-1925. John Welker and Elizabeth Welker. Antique Acres Press, 1986 (98 Jacksonville Rd., Ivyland, PA 18974) 495p. $49
ISBN 0-9615-8610-9

This work provides extensive treatment of pressed glass--100 detailed factory histories, and information on 4,500 dealers, 3,800 basic patterns, and 6,599 pattern names. It is arranged in 4 sections: manufacturing, recycling, reproductions, and patterns.

Note: Kovels' Illustrated Price Guide to Depression Glass & American Dinnerware. 2d rev. ed. Ralph M. Kovel and Terry H. Kovel (Crown, 1987. $10.95 ISBN 0-521-54974-3) is another useful work.

Jewelry

H22. Illustrated Dictionary of Jewelry. Harold Newman. Thames & Hudson, 1987. 335p. $18.95pa. ISBN 0-500-27452-5

The 2,530 entries include definitions of jewels, gemstones, materials, styles, designers and makers from ancient times to the present.

Photography

H23. American Photographers: An Illustrated Who's Who Among Leading Contemporary Americans. Les Krantz, ed. Facts on File, 1989. 352p. $40 ISBN 0-8160-1419-1

Articles on over 1,000 current photographers representing photojournalism, advertising, and fashion comprise this beautiful work. Entries contain basic biographical information, field of specialization, and awards and prizes. Special features include over 300 black-and-white and 109 color photographs, an index of photographers by location and specialty, a list of photography agencies, and an index of illustrations.

Note: Contemporary Photography. 2d ed. Colin Naylor, ed. (St. James, 1988. 1,145p. $135 ISBN 0-912289-79-1) includes some 750 photographers from throughout the world.

H24. Creative Photography. Michael Langford, ed. Reader's Digest Assoc.; distr. by Random, 1991. 240p. $16pa. ISBN 0-89577-379-1
Chapters focus on cameras and equipment, the art of photography, photographing different subjects, processing and printing, photographic material, and special effects. This handbook offers an excellent introduction to photography for beginners.

H25. Photographer's Market: Where and How to Sell Your Photographs. Writer's Digest. Annual. 1994 ed., $22.95pa. ISSB 0147-247X

The current edition of this annual list some 2,500 buyers of freelance photographs--book and audiovisual publishers, advertisers, public relations firms, record companies, stock photo agencies, and galleries. Information includes contact names, addresses, pay rates, photo needs, submission requirements, and tips for getting started with each cited buyer.

Rugs

H26. Oriental Rugs: A New Comprehensive Guide. 3d ed. Murray L. Eiland. Little, Brown, 1982. 352p. $50 ISBN 0-8212-1127-7

This work provides information on history, styles, designs, and construction of Middle Eastern (Turkey, Caucasus, and Persia) rugs. There are many illustrations, some in color, and an index.

Silver

H27. Book of Old Silver: English, American, Foreign, with All Available Hallmarks, including Sheffield Plate Marks. Seymour B. Wyler. Crow, 1937. 464p. $25 ISBN 0-517-00089-X

This extensive guide to the identification of old silver is arranged primarily by types of articles. There are some 100 illustrations and 20,000 hallmarks.

Suggested Purchase Plan--Applied Arts

Annual

Kovel's Antique & Collectibles Price List. H6

Every 2-3 Years

Photographer's Market. H25

Group 1

Complete Dictionary of Furniture. H17
Creative Photography. H24
Field Guide to American Antique Furniture. H5
Historical Encyclopedia of Costume. H9
Kovel's New Dictionary of Marks. H9
Official Price Guide to Anmtiques and Collectibles. H7
Oxford Companion to the Decorative Arts. H3

Group 2

Book of Pottery & Porcelain. H8
Concise Dictionary of Interior Design. H18
Dictionary of Costume. H11
Dictionary of Furniture. H19
Encyclopedia of Pressed Glass. H20
Encyclopedia of World Costume. H13
Fairchild Dictionary of Fashion. H14

Group 3

Encyclopedia of Textiles. H12
Facts on File Dictionary of Design & Designers. H2
Five Centuries of American Costume. H15
Illustrated Dictionary of Ceramics. H10
Illustrated Dictionary of Jewelry. H22
Penguin Dictinary of Decorative Arts. H4
Pressed Glass in America. H21

Optional Purchases
(purchase if needed)

American Photographers. H23
Book of Old Silver. H27
Directory of Secondary Market Retailers. H1
Oriental Rugs. H26

I. CRAFTS AND HOBBIES

This short chapter primarily concerns numismatics (coin collecting) and philately (stamp collecting), with limited attention given to crafts and other hobbies. Books on specific crafts and hobbies usually are circulating books, selected to meet the needs and interests of the library's patrons. Games are covered in the chapter on "Sports and Games."

General

I1. The Crafts Supply Sourcebook: A Comprehensive Shop-by-Mail Guide. 2d ed. Margaret A. Boyd. Betterway, 1992. 288p. $14.95 ISBN 1-55870-262-8

Some 2,600 suppliers of materials needed for diverse crafts projects are listed with addresses and other information concerning their services.

I2. Make It: An Index to Projects and Materials. Joyce F. Shields. Scarecrow, 1975. 485p. $35 ISBN 0-8108-0772-6

I3. Make It II: An Index to Projects and Materials, 1974-1987. Scarecrow, 1989. 552p. $42.50 ISBN 0-8108-2125-7

These titles index thousands of projects in how-to-do-it books for adults and children.

Coins and Paper Money

I4. Coin World Almanac: A Handbook for Collectors. 6th ed. Beth Deisher, ed. Pharos, 1990. $29.95; $15.95pa. ISBN 0-88687-462-9; 0-88687-460-2pa.

Produced by the staff of Coin World, a leading coin magazine, this compendium includes an abundance of information on such topics as paper money, coins as an investment, auction records, famous collections, rarities, coin design, and individual coins. A first choice.

I5. Comprehensive Catalog of United States Paper Money. 4th ed. Gene Hessler. BNR Press, 1984. 580p. $19.50; $17.95pa. ISBN 0-931960-11-8; 0-931960-10-Xpa.

This is an important source for paper money valuations.

Note: Other guides to paper money include The Official Blackbook Price Guide to United States Paper Money, 1993, 25th ed. Marc A. Hudgeons (Ballantines, 1992. $6pa. ISBN 0-87637-838-6); Paper Money of the United States: A Complete Illustrated Guide with Valuations, 12th ed., Robert Friedberg, ed. (Coins and Currency, 1989. $21.50 ISBN 0-87184-512-1); and Standard Catalog of U.S. Paper Money, 12th ed., by Chester Krause et al, eds. (Krause, 1993. $21.95 ISBN 0-87341-258-3).

I6. Gold Coins of the World: An Illustrated Catalogue with Valuations. 6th ed. Robert Friedberg. Coin and Currency, 1990. $29.95 ISBN 0-87184-306-4

Gold coins issued from 600 A.D. to the present are identified. Part 1 covers from earliest times to 1960; pt. 2 is for 1960 to contemporary times. Geographical index.

Note: Standard Catalog of World Gold Coins, 3d ed., by Chester Krause and Clifford Mishler (Krause, 1992. 848p. $60pa. ISBN 0-87341-213-3) is another recommended source on gold coins.

I7. Guide to United States Coins. R.S. Yeoman. Western Publishing. Annual. $9.95.

I8. Handbook of United States Coins. R.S. Yeoman. Western Publishing. Annual. 1993 ed. $5.50pa.

These two annuals, known as the "Red Book" and "Blue Book" respectively, are useful sources. The Guide focuses on identifying and grading all issues of U.S. coins from 1616 to the present, providing historical data, statistics, values, and a detailed photograph of each coin. The Handbook, a complementary work, gives wholesale prices for coins issued from colonial times to the present.

I9. The Official Blackbook Price Guide to U.S. Coins, 1992. 30th ed. Marc Hudgeons. Ballantine, 1991. $6pa. ISBN 0-87637-834-3

This is the primary listing for prices on U.S. coins in various conditions.

Note: Other coin reference sources are: Standard Catalog of World Coins, 21th ed., Colin R. Bruce, ed. (Krause, 1993. 2,160p. $47.95 ISBN 0-87341-259-8): and Walter Breen's Complete Encyclopedia of U.S. and Colonial Coins, by Walter Breen (Doubleday, 1987 754p. $100pa. ISBN 0-385-14207-2).

Postage Stamps

I10. Linn's World Stamp Almanac: A Handbook for Stamp Collectors. 5th ed. Donna O'Keefe. Linn's Stamp News; distr. by Amos Press (Box 150, Sidney, OH 45365), 1976 to date. 1,000p. Irregular. 1989 ed. $30; $19.95pa. ISSN 0146-6887

This handbook offers a compendium of information for the stamp collector--terms, historical data, museums, organizations, auctions, stamp production, etc.

I11. Official Blackbook Price Guide to U.S. Postage Stamps. 15th ed. Marc Hudgeons. Ballantine, 1992. $6pa. ISBN 0-87637-839-4

This is the basic price guide for U.S. postage stamps.

I12. Official Guide to U.S. Stamps: 1993 Edition. Triumph Books, 1992. 344p. $34.95 ISBN 1-880141-42-6

Previously entitled The Postal Service Guide to U.S. Stamps, this excellent work provides a comprehensive listing of U.S. stamps from 1847 through 1991. Separate sections cover commemorative, definitive, and special stamps; and air mail, special delivery, and other types of stamps. Entries include a color illustration, denominations, description, quantity issued, etc., and prices for all. Libraries unable to afford Scott Standard Postage Stamp Catalogue (see below) should consider this work.

I13. Scott Standard Postage Stamp Catalogue, 1991. 4 vols. 147th ed. Scott Publishing, 1990. $49.95/vol.; $26/vol. pa. ISBN v.1, 0-89487-147-1; v.2, 0-89487-148-X; v.3, 0-89487-149-8; v. 4, 0-89487-150-1; v.1, 0-89487-142-0pa.; v.2, 0-89487-143-9pa.; v.3, 0-89487-144-7pa.; v.4, 0-89487-145-5pa.

This standard catalog provides comprehensive coverage for stamps of the world. Information includes date of issue, design,denominations, color, perforation, watermark, value used and unused, and an illustration. Volume 1 is for the U.S. and affiliated territories, the United Nations, Canada, Great Britain, and the British Commonwealth; volumes 2 through 4 cover the rest of the world in alphabetical order. Each volume includes a cumulative index for the set.

Suggested Purchase Plan--Crafts & Hobbies

Annual

Guide to U.S. Coins. I7
Handbook of U.S. Coins. I8

Every 2-3 Years

Scott Standard Postage Stamp Catalog. I13

Group 1

Coin World Almanac. I4
Crafts Supply Sourcebook. I1
Official Blackbook Price Guide to U.S. Coins. I9
Official Blackbook Price Guide to U.S. Postage Stamps. I11
* Official Guide to U.S. Stamps. I12

Group 2

Comprehensive Catalog of U.S. Paper Money. I5
Gold Coins of the World. I6
Linn's World Stamp Almanac. I10
Make It. and Make It II. I2, I3

* A first choice

J. PERFORMING ARTS

This chapter includes all of the performing arts except music, which is covered in a separate chapter. Musical theater is included in this section, however, along with other sources on theater. This chapter also focuses on dance, film, television, and video.

Dance

J1. Concise Oxford Dictionary of Ballet. 2d ed. Horst Koegler. Oxford University Press, 1982. 503p. $17.95pa. ISBN 0-19-311330-9

Over 5,000 entries, which range in length from a few lines to several pages, attempt to cover all aspects of ballet for the past four centuries: choreographers, dancers, composers, literary sources of ballet, costumes, sets, and terms. The work emphasizes ballet, but some attention is given to ethnic, ballroom, and modern dance.

J2. Dance Handbook. Allen Robertson and Donald Hutera. G.K. Hall, 1990. 278p. $25; $16.95pa. ISBN 0-8161-9095-X; 0-8161-1829-9pa.

Some 200 major dancers, dance companies, choreographers, and ballets are grouped into 8 chronological sections in this compact reference tool. Romantic ballet as well as more recent avant-garde experiments are included. This guide is not comprehensive, but it offers a great deal of useful information on dance.

J3. 101 Stories of the Great Ballets. George Balanchine. Anchor Books/Doubleday, c1975, 1989. 540p. $9.95pa. ISBN 0-385-03398-2

This work, which is an update of Balanchine's New Complete Stories of the Great Ballets (1975), narrates the stories of 101 of the most popular ballets. The alphabetically-arranged synopses include critical comments and information on music, orchestration, choreography, design, date and place of premiere, and principal dancers.

Film

J4. The Complete Film Dictionary. Ira Konigsberg. New American Library, 1987. 420p. $14.95pa. ISBN 0-453-00980-4

This dictionary covers all aspects of the film industry in some 3,500 clearly written entries--technology, production, distribution, economics, history, and criticism. Fictional, documentary, and experimental films are included. Line drawings and motion-picture stills illustrate the volume.

J5. Encyclopedia of the Musical Film. Stanley Green. Da Copa, 1980. 344p. $14.95pa. ISBN 0-306-80113-2

Articles cover British and American musical films, songs, performers, composers, lyricists, film directors, and other major figures from the field. There also is a discography and bibliography.

J6. Halliwell's Film Guide. 8th ed. Leslie Halliwell. HarperCollins, 1992. $50 ISBN 0-06-07737-516-4

J7. Halliwell's Filmgoer's and Video Viewer's Companion. 10th ed. Leslie Halliwell. John Walker, ed. HarperCollins, 1993. $60; $25pa. ISBN 0-06-271570-4; 0-06-273239-0pa.

The Film Guide provides information on 16,000 films and television movies giving writer, producer, director, principal characters, awards (if any), a plot synopsis, a critical evaluation, a 0- to 4-star rating, running time, and availability of videos. The Companion gives biographical data for actors, directors, writers, bit players, silent stars, cinematographers, and others involved in the film and video industries. Other entries cover terms, themes, subjects, historical figures depicted in film, and many individual films.

Television

J8. Complete Guide to Prime Time Network TV Shows, 1946-Present. 5th ed. Tim Brooks and Earle Marsh. Ballantine/Random, 1992. 1,216p. $19pa. ISBN 0-345-37792-3

The main body of this work lists all prime-time, regular, and network series, and top syndicated programs aired primarily in the evening. Each entry gives date of first and last broadcast; day, time, and network; names of regular cast and their roles; guests; theme music with the name of the orchestra; and a description of the series. Other sections address technical changes and trends in programming.

J9. Les Brown's Encyclopedia of Television. 3rd ed. Gale, 1992. 750p. $39.95 ISBN 0-8103-8871-5

Some 3,000 detailed entries provide comprehensive coverage for the television industry from birth to date and include entries concerning technology, programs, executives, performers, writers, and more. "MTV," "Fox," "pay-for-view television," and hit shows such as "Northern Exposure" and "Roseanne" are among the new entries in this edition.

Theater

J10. The Best Plays. Otis L. Guernsey, Jr. and Jeffrey Sweet, eds. Theater Books. Annual. $37.95; $19.95pa.

Published since 1926, and also known as the Burns Mantle Theatre Yearbook, this annual provides digests and criticisms for selected plays and productions of the year produced in and outside New York.

J11. The Book of 1000 Plays. Steve Fletcher and Norman Jopling, comps. & eds. Facts on File, 1989. 352p. $24.95 ISBN 0-8160-2122-8

This work identifies the 1,000 most popular plays, musicals and operettas performed over the last century. Information includes author/playwright, genre, city and year of first performance, a plot summary, and a list of characters.

Note: Theatre World by John Willis (Applause Theatre Books. Annual. $40 ISSN 0082-3856), published for almost 50 years, provides basic information for Broadway productions and for some off-Broadway, regional theater, and touring companies.

J12. The Oxford Companion to American Theatre. Gerald Bordman, ed. Oxford University Press, 1984. 734p. $55 ISBN 0-19-503443-0

J13. Concise Oxford Companion to American Theatre. Gerald Bordman, ed. Oxford University Press, 1987. 451p. $29.95; $13.95pa. ISBN 0-19-505121-1; 0-19-506327-9pa.

Designed to complement Oxford Companion to the Theatre (see below), this work contains articles on personalities, acting schools and companies, theater related subjects, and brief synopsis of several hundred plays. It also covers such performing acts as circuses, wild west shows, vaudeville, and minstrel shows. The Concise version of this work excludes minor aspects of the topics above and condenses many of the entries.

J14. Oxford Companion to the Theatre. 4th ed. Phyllis Hartnoll, ed. Oxford University Press, 1986. 934p. $55 ISBN 0-19-211546-4

J15. Concise Oxford Companion to the Theatre. 2d ed. Phyllis Hartnoll, ed. Oxford University Press, 1992. 624 p. $35 ISBN 0-19-866136-3

This valuable work is international in scope and covers all time periods. The entries are for terms, personalities, theater companies and buildings, and theater in specific countries and cities. Focus is on legitimate theater with little attention given to popular theater. Minor theaters and formerly popular actors and directors covered in the main volume have been dropped from the Concise version.

Note: Broadway Musicals: Show by Show, 3d ed. by Stanley Green (Hal Leonard Bks., 1985. 361p. $16.95 ISBN 0-88188-836-2) surveys Broadway musicals from 1866 (The Black Crook) to 1985 (Big River).

Suggested Purchase Plan--Performing Arts

Annual

Best Plays. J12

Group 1

Dance Handbook. J2
Halliwell's Film Guide. J6
Halliwell's Filmgoer's and Video Viewer's Companion. J7
Les Brown's Encyclopedia of Television. J9
Oxford Companion to American Theatre. J12 or Concise Oxford Companion to American Theatre. J13
Oxford Companion to the Theatre. J14 or Concise Oxford Companion to the Theatre. J15

Group 2

Book of 1000 Plays. J11
Complete Guide to Prime-Time Network TV Shows. J8
Concise Oxford Dictionary of Ballet. J1
Complete Film Dictionary. J4
Encyclopedia of Musical Film. F5
101 Stories of the Great Ballets. J3

K. MUSIC

Libraries strive to meet the needs of users with varied musical interests--classical and opera, folk, soul, jazz, country and western, popular, and rock. The works in this section are chosen with these varied interests in mind. The reference sources listed are primarily those designed for a popular audience rather than a professional one, but many works selected will be useful to both groups.

Encyclopedias and Dictionaries

K1. The New Grove Dictionary of American Music. 4 vols. H. Wiley Hitchcock and Stanley Sadie, eds. Stockton Press/Grove's Dictionaries of Music, 1986. $695/set ISBN 0-943818-36-2

All aspects of American music, popular and classical, are covered in this outstanding set, which is based on the 20-volume New Grove Dictionary of Music and Musicians, 6th ed. (Grove's Dictionaries of Music, 1980. $2,300/set). Some 5,000 articles treat composers and performers in jazz, rock, country, and blues; classical music and musicians; musical life and history in various American cities; and instruments, publishers, dance, and much more. Many entries revise and expand those in the parent set. The material is readable and illustrated with an abundance of photographs, reproductions of portraits, and musical examples. This significant set is the definitive source on American music.

K2. The New Harvard Dictionary of Music. 3d rev. ed. Don Michael Randel, ed. Belknap/Harvard University Press, 1986. 942p. $35 ISBN 0-674-61525-5

The entries in the latest revision of this work, a standard for more than 40 years, include some 6,000 terms and concepts in many types of music, classical and popular, jazz, rock, all forms of Western music, music of Africa, Asia, Latin America, and the Near East. There also are descriptions of musical instruments, musical examples, and drawings.

K3. The New Oxford Companion to Music. 2 vols. Denis Arnold, ed. Oxford University Press, 1983. $135/set ISBN 0-19-311316-3

Although based on a standard work, Oxford Companion to Music (ten editions, 1938-1970), this is essentially a new work. It provides international coverage in articles ranging from 50 words to a number of pages for terms, composers, individual works, instruments, forms, and many other types of topics.

K4. The Norton/Grove Concise Encyclopedia of Music. Stanley Sadie and Alison Latham, eds. Norton, 1988. $40 ISBN 0-393-02620-5

The 10,000 alphabetically-arranged entries contained in this volume include composers, instrumentalists, performers, terms, instruments, etc. Emphasis is on classical music, but some attention is given to popular music and rock. This excellentwork is based on the authoritative 20-volume New Grove Dictionary of Music and Musicians.

Directories

K5. Songwriter's Market. Barbara N. Kuroff, ed. Writer's Digest, 1979 to date. Annual. 1994 ed., $19.95pa. ISSN 0161-5971

Those who write songs and wish to market their products will find this an indispensable directory, which includes song buyers and publishers, record companies, and producers. For each listing there are names and addresses, contact persons, types of music wanted, and information on how to submit music.

Discographies

K6. Opus: American's Guide to Classical Music. Schwann, 1990 to date. 4 issues/yr. $20/yr. (21625 Prairie St., Chasworth, CA 91311)

BEST COPY AVAILABLE

K7. Spectrum: Your Guide to Today's Music. Schwann, 1990 to date. 4 issues/yr. $16.50/yr. (See address above.)

These two quarterlies replace Schwann Quarterly. Opus identifies what is available for purchase in classical music, and Spectrum includes the market for other types--rock, pop, jazz, gospel, Christmas, religious, children's recordings, and spoken recordings.

K8. All-Music Guide: The Best CDs, Albums & Tapes. Michael Erlewine, ed. Miller Freeman; distr. by Publishers Group West, 1992. 1,176p. $19.95pa. ISBN 0-87930-264-X

Twenty-seven music categories, ranging from rock/pop/soul and rap to classical, list some 23,000 recordings for more than 6,000 artists. Selections for inclusion were made by critics, reviewers, and journalists. Chapters on each genre begin with advice on how to listen to that type of music, followed by listings arranged by musicians. Entries for individual works include the recording company, year of distribution, and a short annotation. Symbols indicate landmark recordings and those considered the musician's best.

Biography

K9. American Songwriters. David Ewen, comp. and ed. Wilson, 1986. 489p. $59 ISBN 0-8242-0744-0

Fifty-five American popular composers and lyricists who have a permanent place in history of the field are treated in essays ranging from 1,500 to 5,000 words. Entries include a summary of the musician's body of work, early development and influences, views of his/her work by major music critics, and a bibliography of critical comments.

K10. Baker's Biographical Dictionary of Musicians. 8th ed. rev. by Nicolas Slonimsky. Schirmer Books/Macmillan, 1991. $125 ISBN 0-02-872415-1

K11. The Concise Baker's Biographical Dictionary of Musicians. Nicholas Slonimsky, ed. Schirmer Books/Macmillan, 1988. 1,000p. $34.95 ISBN 0-02-872411-9

This standard biographical dictionary for musicians provides extensive coverage into the early 1990s for more than 13,000 classical and popular musicians--composers, conductors, singers, songwriters, instrumentalists, instrument makers, critics, theorists, musicologists, educators, and others. Entries are from a few lines to several pages in length. The Concise version, based on the 7th edition (1984), deletes entries for theorists, librarians, church organists, and many popular musicians. All other entries have been shortened, primarily in the listing of compositions and writings.

K12. Great Composers, 1300-1900. David Ewen, comp. and ed. Wilson, 1966. 429p. $55 ISBN 0-8242-0018-7

K13. Composers Since 1900. David Ewen, comp. and ed. Wilson, 1969. 639p. $62 ISBN 0-8242-0400-X

K14. Composers Since 1900: First Supplement. David Ewen, comp. and ed. Wilson, 1981. 328p. $40 ISBN 0-8242-0664-9

Biographical sketches of 467 composers who have shaped the international development of music over the last seven centuries comprise these three volumes. Each entry provides biographical and critical information, a list of major works, and bibliographies. Many entries include portraits.

K15. Musicians Since 1900: Performers in Concert and Opera. David Ewen, comp. and ed. Wilson, 1978. $75 ISBN 0-8242-0565-0

Many of the essays in this work are in part based on personal interviews. The volume includes biographies of 432 artists of the concert halls and opera stage, conductors, singers, and instrumentalists.

Classical

K16. Listen to the Music: A Self-Guided Tour through the Orchestral Repertoire.... Jonathan D. Kramer. Schirmer Books/Macmillan, 1988. 816p. $32.50; $16.95pa. ISBN 0-02-871941-0; 0-02-871842-9

This work analyzes 290 frequently performed works of 52 composers, past and contemporary, and comments on their times. This is a good introductory work on classical music.

Opera

K17. Kobbe's Illustrated Opera Book: Twenty-Six of the World's Best Loved Operas. Earl of Harewood, ed. Putnam, 1989. 160p. $34.95 ISBN 0-399-13475-1

This work is based on The Definitive Kobbe's Opera Book, rev. ed., Earl of Harewood, ed. (Putnam, 1987. 1,404p. $39.95 ISBN 0-399-13180-9), which some libraries may prefer. For each of the 26 popular operas, entries give a chronological list of important performances, with locations and performers; a list of characters with voice and a description of the role; and a synopsis of the plot.

K18. Opera Handbook. John Lazarus. Macmillan, 1990. 242p. $25; $15.95pa. ISBN 0-8161-9094-1; 0-8161-1827-2pa.

Chapters treat opera in six countries--Italy, France, Great Britain, Russia, and the United States--followed by a general chapter on Europe. For each opera there is a plot summary, factual data, critical information, and guidance for listening. This attractive work also provides biographies of contemporary opera singers.

Popular

General

K19. Encyclopedia of Pop, Rock and Soul. rev. ed. Irwin Stambler. St. Martin's, 1989. 881p. $35 ISBN 0-312-02573-4

Some 500 entries cover individual performers and groups, record producers, rock festivals, and other topics related to these popular music forms. Biographical entries include interview quotations and selected discographies.

K20. The Oxford Companion to Popular Music. Peter Gammond, ed. Oxford University Press, 1991. 739p. $39.95 ISBN 0-19-311323-6

Acid rock, Roy Acuff, Elvis, and Johann Strauss are included in this handbook of popular music of the English-speaking world. The focus is on performers, composers, types of music, song, famous theaters and clubs, musicals, light opera, and other aspects of music which is "neither serious nor classical." Most entries are a paragraph in length and include brief bibliographies.

K21. The Guinness Encyclopedia of Popular Music. 4 vols. Colin Larkin, ed. New England Pub. Association (P.O. Box 5, Chester, CT 06412), 1992. 3,296p. $295/set ISBN 1-882267-00-1.

The most comprehensive work available on popular music, this multivolume set offers a depth of coverage and detail not found in any other work. Entries, ranging from 150 to over 3,000 words in length, cover specific artists, bands, and groups, and treat jazz, the blues, musical comedy, reggae, gospel, hard and soft rock, rhythm and blues, country, heavy metal, ragtime, Big Band, Latin, rap, and folk music. Entries include lists of selected albums. Nearly 100 contributors and consultants from around the world participated in the preparation of this massive work.

Country

K22. The Harmony Illustrated Encyclopedia of Country Music. Fred Dellar and Alan Cackett, eds. Harmony/Crown, 1986. 208p. $13.95pa. ISBN 0-517-56503-Xpa.

The careers of country music's most famous performers are covered in this major classic for the field. The 450 biographical entries provide listings of major recordings with a few evaluative comments. Illustrations include color reproductions of album covers and promotional photographs.

Jazz

K23. The Jazz Handbook. Barry McRae. Macmillan, c1987, 1989. 272p. $25; $15.95 pa.
ISBN 0-8160-9096-8; 0-8160-1828-0pa.

This work provides biographical entries for jazz performers from the earliest times through the 1980s, giving background, careers, and influence in the field. A critical discography and a list of films, television appearances, and books about the individual also are included.

K24. The New Grove Dictionary of Jazz. 2 vols. Barry Kernfeld, ed. Grove's Dictionaries of Music, 1988. $350/set ISBN 0-935859-39-X

The 4,500 signed essays explain all aspects of jazz, mainstream and progressive--theory, instrumentation, performers, composers, bands, and films. This work is likely to become the standard for the field.

Note: Three older works by Leonard G. Feather still remain useful: The Encyclopedia of Jazz (De Capo, c1960, 1984. 527p. $19.95pa. ISBN 0-306-81214-7); The Encyclopedia of Jazz of the Sixties (De Capo, c1966, 1986. 312p. $14.95pa. ISBN 0-306-80263-5); and Encyclopedia of Jazz of the Seventies (De Capo, c1976, 1987. 393p. $16.95pa. ISBN 0-306-80290-2).

Instruments

K25. Musical Instruments of the World: An Illustrated Encyclopedia. The Diagram Group. Facts on File, 1978. 320p. $37.50; $19.95pa. ISBN 0-87196-320-5; 0-8160-1309-8pa.

Some 4,000 line drawings and diagrams support this excellent encyclopedia of musical instruments. Entries describing each instrument's history, appearance, and sound, include orchestral, popular, classical, ancient, and folk, from the most primitive to the most sophisticated.

Songs

K26. Find That Tune: An Index to Rock, Folk-Rock, Disco & Soul in Collections. 2 vols. Vol. l: Neal Schuman, 1984. 303p. $47.50 ISBN 0-918212-70-7; Vol. 2: Neal Schuman, 1989. 387p. $49.95
ISBN 1-55570-019-5

The purpose of this set is to locate sheet music for popular music. Volume 1 indexes 4,000 songs published from 1950 to 1981; volume 1 indexes 4,000 songs published from 1982 to 1985.

K27. The Great Song Thesaurus. 2d ed. Roger Lax and Frederick Smith. Oxford University Press, 1989. $85
ISBN 0-19-505408-3

The first part of this work consists of over 11,000 songs, arranged alphabetically by title, providing lyricist, composer, year of composition, musical or film in which the song was featured, performer most often associated with it, and other facts. In other sections, songs are indexed by their best known titles and by themes. Other sections identify greatest hits, notable hits for 1958 through 1986, and award-winning songs.

K28. Popular Song Index, Third Supplement. Patricia P. Havlice. Scarecrow, 1989. 875p. $59.50
ISBN 0-8108-2202-4

The original work, Song Index by Minnie Earl Sears, is out of print. Two earlier supplements are still available: First Supplement (Scarecrow, 1978. $37.50 ISBN 0-8108-1099-9), and Second Supplement (Scarecrow, 1984. $37.50 ISBN 0-8108-1642-3). The most recent supplement indexes 407 collections published between 1970 and 1987. Songs include hymns, sea chanteys, children's songs, and other categories.

Suggested Purchase Plan--Music

Annual Subscriptions

Opus. K6
Spectrum. K7

Every 2-3 Years

Songwriter's Market. K5

Group 1

Baker's Biographical Dictionary of Musicians. K10 or Concise Baker's Biographical Dictionary of Musicians. K11
Great Song Thesaurus. K27
* New Grove Dictionary of American Music. K1
* New Grove Dictionary of Jazz. K24
New Harvard Dictionary of Music. K2
Norton/Grove Concise Encyclopedia of Music. K4
* Oxford Companion to Popular Music. K20

Group 2

All Music Guide. K8
Encyclopedia of Pop, Rock and Soul. K19
Find That Tune. K26
Listen to the Music. K16
Musical Instruments of the World. K25
New Oxford Companion to Music. K3
Opera Handbook. K18
Popular Song Index. K28

Group 3

American Songwriters. K9
Composers Since 1900. K13 and First Supplement. K14
Great Composers. K12
Harmony Illustrated Encyclopedia of Country Music. K22
Jazz Handbook. K23
Kobbe's Illustrated Opera Book. K17
Musicians Since 1900. K15

Optional Purchases

(purchase if needed)

The Guinness Encyclopedia of Popular Music. K21

* A first choice

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L. ARCHAEOLOGY AND HISTORY

This chapter focuses on archaeology and political and military history of the world, the United States, and Texas. It should be noted that "Geography and Area Studies" is a closely related chapter which treats works covering all aspects of life in a specific section of the world. The selections listed under "Area Studies" in that chapter should be considered along with the reference works discussed below.

Archaeology

L1. Atlas of Ancient America. Michael Coe et al. Facts on File, 1986. 240p. $45 ISBN 0-8160-1199-0

This atlas concerns the archaeology of North, Middle, and South America. It is one of the best available introductions to prehistory of the continents and the first atlas of the New World.

L2. Hammond Past Worlds: The Times Atlas of Archaeology. Hammond, 1988. 312p. $85
ISBN 0-7230-0306-8

The 750 maps, photographs, illustrations, and site reconstructions depict life in classical civilizations--Greece, Rome, Persia, India, and China--plus the Mayas, the Incas, the Steppes, and some lesser known groups. The three-dimensional site reconstruuctions include such topics as a Roman water mill in fourth century A.D. France.

L3. Historical Dictionary of North American Archaeology. Edward Jelks and Juliet Jelks. Greenwood, 1988. 760p. $95 ISBN 0-313-24307-7

Descriptions of cultures, mounds, ruins, and archaeological sites comprise this alphabetically-arranged work. The 1,800 signed articles, which vary in length from one sentence to several paragraphs, conclude with citations to other sources of information.

L4. World Atlas of Archaeology. Michael Wood, ed. Crown, 1988. 423p. $34.99 ISBN 0-517-66876-9

Arranged geographically and chronologically, this atlas includes maps and over 1,000 color illustrations of prehistoric Europe, the classical world, and medieval and modern eras. The term atlas is used in its broadest sense--a volume of plates that systematically illustrates a subject.

World History

Atlases

L5. Atlas of World History. rev. ed. Rand McNally, 1992. 192p. $45; $24.95pa. ISBN 0-528-83499-1; 0-528-83499-3pa.

Detailed historical maps, accompanied by descriptive essays, photographs, and other illustrations, provide an overview of the growth and history of the world. Maps cover such topics as early civilizations, economies, trade routes, religions, revolutions, and wars. A special U.S. history section provides maps of the American colonies, the Revolutionary and Civil Wars, immigration, World War II, and population of the 1990s.

L6. Times Atlas of World History. 3d ed. Geoffrey Barraclough, ed. Hammond, 1989. 358p. $85
ISBN 0-7230-0304-1

The over 600 clear, full-color maps focus on broad historical movements of world-wide scope. This edition adds a number of maps--the Mesoamerican period, major trade routes in Eurasia between 3500 B.C. and 1500 B.C., early agriculture in China, revolutionary France, and major stages of World War II. Other maps are the same as those in the last edition. This outstanding work has become a standard.

Chronologies

L7. Historical Tables: 58 B.C.-A.D. 1985. S.H. Steinberg. 11th ed. Updated by John Paxton. Garland, 1986. 277p. $35 ISBN 0-8240-8951-0

The historical tables in this guide, arranged in parallel columns by period, enable the reader to scan important events occurring throughout the world. The work provides excellent coverage of world political history, but the lack of an index is a detriment to use.

Note: People's Chronology (Holt, 1992. $45 ISBN 0-8050-1786-0) is another very good choice.

Encyclopedias and Dictionaries

L8. A Dictionary of the Second World War. Elizabeth-Anne Wheal et al. Peter Bedrick Books; distr. by Publishers Western Group, 1990. 541p. $39.95 ISBN 0-87226-337-1

This excellent quick-reference source on World War II contains some 1,000 alphabetically-arranged entries, varying from a sentence to several pages, covering people, places, event, weapons, battles, and other aspects of the War.

Note: World War II: America at War, 1941-1945, by Norman Polmar and Thomas B. Allen (Random, 1991. 960p. $35 ISBN 0-394-58530-5) is an attractive volume which provides excellent coverage. World Almanac of World War II (Pharos, 1992. $18.95pa. ISBN 0-88687-712-1) also is a very good work.

L9. The Encyclopedia of World History: Ancient, Medieval, and Modern, Chronologically Arranged. 5th ed. William L. Langer, comp. and ed. Houghton, 1973. 1,567p. $44 ISBN 0-395-13592-3

This standard work, arranged in broad periods and subdivided geographically, is a historical chronology which covers the rise and fall of civilizations and empires. It presents concise information on political, military, diplomatic, and cultural history. There also are genealogical charts of ruling families; lists of popes, prime ministers, and other important political figures; and some 60 outline maps. The volume is extensively indexed.

L10. Facts on File Encyclopedia of the 20th Century. John Drexel, ed. Facts on File, 1991. 1,060p. $79.95 ISBN 0-8160-2461-8

Some 10,000 brief articles treat the most significant people, places, events, and scientific and artistic developments of the century world-wide. Included are major wars and military engagements, political conferences, court cases, movements, theories, and prominent figures in politics, sports, literature, media, and other walks of life. Some 750 black-and-white illustrations, 250 maps, and an index support the text.

L11. Korean War Almanac. Harry G. Summers. Facts on File, 1990. 352p. $24.95; $14.95pa. ISBN 0-8160-1739-9; 0-8160-2463-4pa.

L12. Vietnam War Almanac. Harry G. Summers. Facts on File, 1987. 416p. $27.95; $14.95pa. ISBN 0-8160-1017-X; 0-8160-1813-8pa.

These companion volumes follow the same format. Each begins with background about the war, followed by a chronology. The main body consists of alphabetically-arranged entries for key individuals, weapons, strategies and tactics, political factors, and the affects on the countries involved.

L13. Oxford Illustrated Encyclopedia, Volume 3: World History from the Earliest Times to 1800. Harry Judge, ed. Oxford University Press, 1988. 391p. $45 ISBN 0-19-869135-1

L14. Oxford Illustrated Encyclopedia, Volume 4: World History from 1800 to the Present Day. Robert Blake, ed. Oxford University Press, 1988. 391p. $45 ISBN 0-19-869136-X

These two volumes of a projected nine-volume set span history from the earliest records to the present. Specific topics are alphabetically arranged and are supported by some 800 maps, drawings, paintings, charts, and tables. Volumes in this set cover a variety of topics concerning cultural, political and scientific history, but each is designed to stand alone

L15. The World War One Source Book. Arms & Armour; distr. by Sterling, 1993. 416p. $29.95 ISBN 1-95409-102-6

Four separate sections cover weapons, battles and other events at the front by years, national histories during the war years, and biographies. Maps and other illustrations support the text.

United States

Atlases

L16. Atlas of American History. 2d ed. Scribner's, 1984. 306p. $65 ISBN 0-684-18411-7

Considered the standard atlas on American history, this work contains 200 black-and-white maps depicting events from exploration and colonization to the early 1980s. An extensive index, containing over 5,000 entries, locates populated places, natural features, and historical events keyed to appropriate maps.

L17. Atlas of American History. Robert H. Ferrell and Richard Natkiel. Facts on File, 1987. 192p. $27.95; $19.95pa. ISBN 0-8160-1028-5; 0-8160-2544-4pa.

Some 250 maps and charts, supported by 16 pages of full-color photographs and 100 black-and-white illustrations, bring to life the important events which fformed our nation from 1492 to the 1988 presidential election. World Wars I and II, Korea, and Vietnam receive excellent coverage.

Bibliographies and Documents

L18. Documents of American History, Volume I: To 1989. 10th ed. Henry S. Commager et al. Prentice Hall, 1988. 640p. $41 ISBN 0-13-217274-7

Significant documents related to American history--treaties, letters, speeches, legal decisions, etc.--comprise this renowned collection. Volume 2, for the more recent period, is being revised and is only available in the 9th edition. (Prentice-Hall, 1974. $23.95 ISBN 0-13-217000-0).

L19. Harvard Guide to American History. Frank Freidel and Richard K. Showman, eds. Belknap Press, 1974. 1,292p. $20pa. ISBN 0-674-38555-6

Originally published in two volumes, this massive, one-volume reprint is the standard bibliographic guide on American history. The first part covers research methods, biography, comprehensive and regional histories, and works on special subjects. Part 2 covers U.S. history generally, arranged chronologically.

Chronologies

L20. The Encyclopedia of American Facts and Dates. 9th ed. Gordon Carruth. HarperCollins, 1992. 1,056p. $40 ISBN 0-06-270045-6

Four parallel columns, arranged chronologically, show concurrent events and other information concerning American history and culture: politics and government, war, disasters, and vital statistics; books, paintings, drama, architecture, and sculpture; science, industry, economics, education, religion, philosophy; and sports, fashion, popular entertainment, folklore, and society. Coverage is from the Norse explorers in 986 to the 1992 presidential election. An extensive index provides easy access to specific information. What Happened When: A Chronology of Life and Events in America (Harper Collins, 1989. 499p. $13.94pa. ISBN 0-06-096318-2), an abridged version of this work, focuses on the most significant historical and cultural events.

Encyclopedias and Dictionaries

L21. Blackwell's Encyclopedia of the American Revolution. Jack P. Greene and J.R. Pole, eds. Basil Blackwell, 1991. 864p. $49.95 ISBN 1-55786-244-3

There is no better or more up-to-date reference work on the American Revolution available. This work covers social, political, economic, military, and religious aspects of the War in signed articles which reflect recent scholarly interpretations.

Note: The basic work of many years, Encyclopedia of the American Revolution by Mark M. Boatner (McKay, 1974. $9.98pa. ISBN 0-679-50440-0), is still useful.

L22. Dictionary of American History. rev. ed. 8 vols. Scribner's, 1976. $625/set ISBN 0-684-13856-5

This standard work, originally edited by the distinguished historian James Truslow Adams, is the most comprehensive work of its type. The 6,200 articles, which vary from a paragraph to several pages in length, deal with all aspects of American history. There are biographies, however, since historical figures are ably covered in Dictionary of American Biography (see "Biography and Related Areas" chapter). The signed entries, contributed by over 1,800 scholars, include references to further readings.

L23. Concise Dictionary of American History. Scribner's, 1983. 1,140p. $95 ISBN 0-684-17321-2

This abridged version of the work above is a first choice for libraries unable to afford the parent set. It provides shortened versions of all 6,200 entries contained in original work.

L24. Encyclopedia of American Social History. 3 vols. Mary Kupiec Cayton et al, eds. Scribner's, 1993. 2,653p. $350/set ISBN 0-684-19246-2

This massive work provides an overview of American social history. The 180 essays, contributed by noted scholars, range in length from eight to sixteen pages. The articles are arranged into fourteen sections--"Ethnic and Racial Subcultures," "Regionalism," "Family History," "Social Problems," etc--and then subdivided by essays on specific topics. The section on "Patterns of Everyday Life" includes essays on "Foodways," "Manners and Etiquette," "Clothing and Period Adornment," "Housing," and "The Culture of Consumption." Bibliographies follow each essay, and a detailed index pinpoints specific topics.

L25. The Encyclopedia of Southern History. David C. Roller and Robert W. Twyman, eds. Louisiana State University, 1979. 1,416p. $95 ISBN 0-8071-0575-9

All aspects of Southern history and culture are covered in this massive volume. Entries pertaining to the 16 states where slavery was legal concern biography, geography, political and social conditions, agriculture, economics, industry, the arts, and literature.

L26. Franklin D. Roosevelt: His Life and Times. Otis L. Graham, Jr. and Megham Robinson Wander, eds. Macmillan, 1985. $42; De Capo $22.50pa. ISBN 0-8161-8667-7; 0-306-80410-7pa.

This volume is more than a biographical work, since its focus is on the historical period between 1933-1945. The 321 readable entries concern important individuals, events, and concepts, supported by bibliographic notes and 275 illustrations.

L27. The Harry S. Truman Encyclopedia. Richard S. Kirkendall. G.K. Hall, 1989. 368p. $62 ISBN 0-8161-8915-3

Well-written factual entries cover virtually every event, issue, and notable from the Truman presidency, making this an excellent source for the post-war period to 1952.

L28. The Reader's Companion to American History. Eric Foner and John A. Garraty, eds. Houghton, 1991. 1,000p. $34 ISBN 0-395-51372-3

Alphabetically-arranged entries cover all aspects of American history in entries which range from brief identifications to multipage essays. Signed articles by some 400 subject experts treat historical figures, events, movements, issues, sociological topics, and popular culture and personalities.

Note: The Great American History Fact Finder., ed. by Ted Yanak and Pam Cornelison (Houghton 1993. 480p. $24.95; $12.95pa. ISBN 0-395-61715-4; 0-395-65992-2pa) provides a solid presentation of people, places, and events.

Texas

L29. Handbook of Texas. 2 vols. Walter Prescott Webb and H. Bailey Carroll, eds. Texas State Historical Association, 1952. $65/set ISBN 0-87611-013-8. Supplement, called Vol. 3, Eldon Stephen Branda, ed. 1977. $40 ISBN 0-87611-027-8 Special price announced in 1993 for all 3 volumes, $47.50. ISBN 0-87611-036-7 (Available from Texas State Historical Association, 2.306 Sid Richardson Hall, University Station, Austin, TX 78712).

The thousands of entries in this unique reference source deal with people, places, events, organizations, enterprises, industries, agricultural development, and many other subjects that relate to the history of Texas. In 1982 the TSHA began a complete revision of the three-volume Handbook. All old entries are being updated, and thousands of new topics are being written. The completely revised Handbook of Texas will be published in six volumes in late 1995.

L30. Historical Atlas of Texas. A. Ray Stephens and William M. Holmes. University of Oklahoma Press, 1990. 168p. $29.95; $16.95pa. ISBN 0-8061-2158-0; 0-8061-2307-9pa.

This excellent work relates the history of Texas and its geography. Maps trace the State's history from pre-Spanish days to contemporary times. Although this work is more recent, some libraries may hold the standard of many years, Historical Atlas of Texas by William C. Pool (Encino Press, 1974. 216p. $22.50 ISBN 0-88426-033-X), which could meet their needs.

Note: Texas Almanac ("Social Sciences" chapter) is a standard source of historical information on the state and an essential reference tool in any Texas library.

Suggested Purchase Plan--Archaeology and History

Group 1

Atlas of American History (Scribner's). L16 or Atlas of American History (Facts on File). L17
Dictionary of American History. L22 or Concise Dictionary of American History. L23
Encyclopedia of World History. L9
Facts on File Encyclopedia of the 20th Century. L10
Handbook of Texas. L29
Oxford Illustrated Encyclopedia, Vol. 3: World History from the Earliest Times to 1800. L13
Oxford Illustrated Encyclopedia, Vol. 4: World History from 1800 to the Present. L14
Times Atlas of World History. L6 or Atlas of World History. L5

Group 2

Blackwell's Encyclopedia of the American Revolution. L21
Dictionary of the Second World War. L8
Encyclopedia of American Facts & Dates. L20
Encyclopedia of Southern History. L25
Facts on File Encyclopedia of the 20th Century. L10
Historical Atlas of Texas. L30
Historical Dictionary of North American Archaeology. L3
Reader's Companion to American History. L28
World Atlas of Archaeology. L4

Group 3

Atlas of Ancient America. L1
Documents of American History. L18
Frank D. Roosevelt. L26
Hammond Past Worlds. L2
Harry S. Truman Encyclopedia. L27
Historical Tables. L7
Korean War Almanac. L11
Vietnam War Almanac. L11
World War I Sourcebook. L15

Optional Purchases

(purchase if needed)

Encyclopedia of American Social History. L24
Harvard Guide to American History. L18

* A first choice

M. SOCIAL SCIENCES

Three fields of the social sciences are covered by this chapter: psychology, parapsychology and the occult, and statistics. Other disciplines are covered by separate chapters: sociology, geography and area studies, education, political science and law, and business and economics. It should be noted that sources listed below in the "General" section contain information for all fields in the social sciences.

General

M1. Social Sciences Index. Wilson, 1974 to date. Quarterly with annual cumulations. Sold on a service basis. ISSN 0094-4920 Also available on WILSONDISC from Feb. 1983, updated and cumulated monthly, $1,295/yr., WILSONTAPE, WILSONLINE, and WILSEARCH. (See entry B22 for a description of these formats.)

This periodical index offers broad coverage of many fields of the social sciences: anthropology, area studies, community health and medical care, economics, ethnic studies, geography, gerontology, international relations, law and criminology, minority studies, planning and public administration, police science and corrections, policy sciences, political science, psychology and psychiatry, social work and public welfare, sociology, an urban studies. Subject and author indexing is provided for 342 English-language periodicals. Purchase of this index will not be warranted unless the library subscribes to a substantial number of the periodicals indexed.

M2. Health and Human Services in Texas: A Reference Guide. 3d ed. Texas Health and Human Services Coordination Council, 1991. 563p. $10 (P.O. Box 13065, Austin, TX 78711)

This directory lists 333 programs related to health and human services provided by 22 state agencies, 2 federal agencies, 13 public medical schools and health science centers, and 55 private agencies. Information provided for each entity includes location, services offered, target population, eligibility, and requirements. This directory is an essential acquisition for most Texas libraries.

M3. Texas Almanac: State Industrial Guide. Dallas Morning News, 1857 to date. Biennial. 1992-93 ed., $15.75; $10.95pa. ISBN 0-914511-14-9; 0-914511-15-7pa.

Well established as an essential reference book in Texas libraries, this almanac provides detailed coverage of Texas government, economic and social statistics, and historical information. Major sections include: an outline of Texas history; a listing of Texas counties and towns with basic directory and statistical data; a listing of boards and commissions, with addresses and key personnel; information about state government, finance, agriculture, and many other topics.

M4. Contemporary World Issues Series. ABC-Clio. 19 vols. (ongoing) 1990-200-300p./varying. $39.50/ea.

These guides to serious problems facing the world today each follow a similar format. They begins with an authoritative overview of the topic, including a chronology of events, legislation, movements and initiatives, followed by biographies of prominent activists, advocates, and legislators. An annotated survey of relevant literature includes computer databases, elecronic bulletin boards, and audiovisual materials. A directory of concerned organizations and agencies and a glossary of key terms conclude each volume.

The authoritative works published so far include: Terrorism by Stephen Atkins (0-87436-670-4); AIDS Crisis in America by Mary Ellen Hombs (0-87436-648-8); Recycling in America by Debi Kimball (0-87436-663-1); Intellectual Freedom by John B. Harer (0-87436-669-0); Environmental Hazards: Marine Pollution by Martha Gorman (0-87436-641-0); Environmental Hazards: Radioacive Materials and Waste by E. Willard Miller & Ruby M. Miller (0-87436-234-2); Environmental Hazards: Air Pollution by E. Willard Miller & Ruby M. Miller (0-87436-528-7); Human Rights by Lucille Wahler (0-87436-528-7); Adult Literacy/Illiteracy in the United States by Marie Costa (0-87436-492-2); Nuclear Energy Policy by Earl R. Kruschke & Byron M. Jackson (0-87436-238-5); American Homeless by Mary Ellen Hombs (0-87436-546-5); Space Exploration by Mrinal Bali (0-87436-596-1); Child Care Crisis by Diane L. Reeves (0-87436-645-3); Water Quality & Availability by E. Willard Miller & Ruby M. Miller (0-87436-647-X);

Health Care Crisis in America by Linda Brubaker Ropes (0-87436-616-X); Abortion by Marie Costa (0-87436-596-1); Public Schools in America by Richard D. Van Scotter (0-87436-595-3); Environmental Hazards: Toxic Waste & Hazardous Materials by E. Willard Miller & Ruby M. Miller (0-87436-596-1); and World Hunger by Patricia L. Katzmer (0-87436-558-9).

Current Events and Issues

M5. The Reference Shelf Series. Wilson, 1922 to date. 6 issues/yr. $60/yr. $15ea./single titles

Each of the first five titles in this annual series treats a different topic concerning today's social issues and trends. Volumes include background information and excerpts from a wide range of influential publications--magazines, newspapers, books, government publications--selected to provide a range of opinions, analysis, and information. A bibliography of additional material follows. Recent titles have focused on the breakup of communism, drugs, the banking and savings and loan crisis, women's rights, the homeless, abortion, affirmative action, energy and conservation, and the current state of U.S. education. The sixth issue in each series, Representative American Speeches, includes selections of the previous year's outstanding speeches on diverse topics by eminent figures.

M6. SIRS Information System: Printed and CD-Rom Formats. Social/ Critical issues Series, 34 vols: Social Issues Series, 32 vols; Critical Issues Series, 2 vols. $990/initial cost; $544/annual updates. Science Series, 5 vols. (See "Science" chapter for information.) Global Perspectives Series, 4 vols. $240/initial cost; $280/annual updates. CD-ROM for entire series (45 volumes), $1,250/annual subscription, updated twice yearly.

The SIRS Information System, useful for students and the general adult public, is available in paper format (loose-leaf binders) and on CD-ROM. Each series includes reprints of selected articles from some 800 foreign and domestic newspapers, magazines, government publications, and journals. Reprinted articles preserve the authentic look of the originals.

The Social Issues Series consists of 32 volumes covering broad categories of enduring social problems. Examples are aging, alcohol, drugs, crime, death and dying, energy, ethnic groups, human rights, pollution, privacy, religion, and technology.

The Critical Issues Series explores two of the most serious social issues: AIDS and the atmosphere. Each of the 34 volumes in the Social/Critical Issues Series is supplemented annually with 20 articles.

The Global Perspectives Series consists of 4 titles which structure the world in an international framework: history, government, economics, and world affairs. Seventy articles supplement the series each year.

Indexing is provided for each volume in all series, and a cross-reference guide for each series refers the user to specific articles in various volumes.

The CD-ROM format contains the same articles published in the print version, but includes the volumes in all three series: Social/Critical Issues, Science, and Global Perspectives. Articles can be viewed on-screen, printed, or downloaded onto a floppy diskette. Indexing accesses all series and is searchable by keyword, Library of Congress Subject Headings, and general topic browsing mode. The SIRS Index-Only can be purchased separately for use with the printed version.

For additional information contact SIRS by calling 800-327-0513 or by writing to P.O. Box 2507, Boca Raton, Florida 33427.

Parapsychology and the Occult

M7. Encyclopedia of Occultism and Parapsychology. 2 vols. 3d ed. Leslie Shepard, ed. Gale, 1991. $295/set ISBN 0-8103-4907-8

Using the terms in the broadest sense, all aspects of the occult sciences are covered: magic, demonology, mysticism, superstition, metaphysics, miracles, parapsychology, legends, and psychic phenomena. Entries also cover publications, organizations, and individuals. Bibliographies suggesting further readings follow many entries. This is the standard work on the occult.

M8. Encyclopedia of the Unexplained: Magic, Occultism and Parapsychology. Richard Cavendish, ed. Penguin, 1990. 304p. $19.95pa. ISBN 0-14-019190-9

Terms, organizations, and individuals related to the occult, spiritualism, magic, psychic research, parapsychology, and divination are identified.

M9. Encyclopedia of Witches and Witchcraft. Rosemary Ellen Guiley. Facts on File, 1989. 421p. $45; $19.95pa. ISBN 0-8160-1793-X; 0-8160-2268-2pa.

Some 400 entries deal with all aspects of witches and witchcraft--animals, beliefs, events, legends, myths, rites, practices, and places. Topics are described in factual terms neither affirming or denying their reality. Survey articles on particular countries and articles that differentiate between witchcraft and Satanism also are included.

Psychology and Mental Health

M10. The Concise Dictionary of Psychology. David A. Statt. Routledge, Chapman & Hall, 1990. 136p. $9.95pa. ISBN 0-415-02662-8

This small dictionary focuses on the most commonly used psychological terms and includes a few biographical sketches of leaders in the field. Scattered illustrations and charts enhance the text.

M11. Family Mental Health Encyclopedia. Frank J. Bruno. John Wiley, 1989. 422p. $24.95; $14.95pa. ISBN 0-471-63573-1; 0-471-55211-9pa.

Over 800 alphabetically-arranged entries define terms and concepts for the field of mental health. The clearly written, concise entries are directed toward laypersons. When specialized terms must be used in definitions, they also are defined.

M12. The Encyclopedia of Phobias, Fears, and Anxieties. Ronald M. Doctor and Ada P. Kahn. Facts on File, 1989. 487p. $45 ISBN 0-8160-1798-0

This volume succinctly defines over 2,000 terms related to phobias, fears, and anxieties, and provides information on suggested treatments for each. Brief biographies of noted theorists also are included. Specific phobias are listed under both their common and medical names, with the most complete information under the common name.

Statistics

M13. Almanac of the American People. Tom Biracree and Nancy Biaracree. Facts on File, 1988. 320p. $29.95 ISBN 0-8160-1821-9

A wealth of facts and statistical information about the American people from many different sources has been brought together in this volume. Chapters cover ethnicity, health, education, crime, love life (some quite explicit), children, living conditions, and much more. Although the material is somewhat dated (based on 1985 and 1986 statistics), the work still has value.

M14. Bureau of the Census Catalog and Guide. Bureau of the Census. U.S. Government Printing Office, 1946 to date. Frequency varies. 1992 ed., $15

All data for printed reports, microfiche, computer tapes, floppy disks, online access, paper print, and maps produced by the Bureau of the Census for the last five years are listed. In addition to population statistics, there are those covering agriculture, manufacturing, construction, business, foreign trade, transportation, and many other topics.

M15. County and City Data Book. U.S. Government Printing Office, 1988. $36 S/N 003-024-06709-9

A variety of detailed statistics for counties, Standard Metropolitan Statistical Areas, and cities of at least 25,000 are provided--population, marriage, death, divorce, employment, income housing, retail trade, etc.

M16. Handbook of Labor Statistics. Bureau of Labor Statistics. U.S. Government Printing Office, 1924/26 to date. Irregular. $26

This basic volume on U.S. labor statistics includes tables on all data compiled by the Bureau and other agencies--wages and salaries, prices, unemployment, and many other topics. Since 1976, the charts have provided data for 1967 to the year of publication.

M17. Historical Statistics of the United States: Colonial Times to 1970. Bicentennial edition. 2 vols. U.S. Government Printing Office, 1976. $68 S/N 003-024-00120-9

Intended as a supplement to Statistical Abstracts (see below), these volumes provide an overview of history in some 12,500 statistical tables. Beginning dates of coverage vary. Most data relate to the country as a whole, but some cover smaller geographic areas. References to sources and a detailed index are provided.

M18. Places Rated Almanac: Your Guide to Finding the Best Place to Live in America. Richard Boyer and David Savageau. Prentice Hall, 1992. 528p. $20pa. ISBN 0-671-84947-6

This publication profiles and ranks 329 metropolitan areas based on nine quality-of-life factors: climate and terrain, housing, health care, crime, transportation, education, the arts, recreation, and economics. Scores based on all factors determine the overall rank for each location. The top ten cities also are listed for each category.

M19. The Rating Guide to Life in America's Small Cities. G. Scott Thomas. Prometheus Books, 1990. 550p. $38.95; $18.95pa. ISBN 0-87975-599-7; 0-87975-600-4pa.

Similar to Places Rated Almanac (see above), this guide rates 219 cities of 15,000 to 50,000 inhabitants. Using a 20-point system, Thomas rates cities on each of 50 factors and lists the 10 best and 10 worst in each category. All cities are rated in an overall measure.

M20. State and Metropolitan Area Data Book. U.S. Government Printing Office, 1991. $26 S/N 003-024-07259-9

A reliable source for a wide variety of information on states and metropolitan areas, this volume includes the most current statistics and population estimates.

M21. Statistical Abstracts of the United States. U.S. Government Printing Office, 1878 to date. Annual. $34; $29pa. S/N 003-024-08160-1; 003-024-08159-8pa.

This annual is the most important compendium of American social, political, and economic statistics. It is arranged by some 35 broad subjects; e.g., education, vital statistics, and agriculture. An introduction to each section discusses the sources of the data and defines terminology. Current and comparative statistics for the past 15 to 20 years are included. Government sources generate most of the data, but professional organizations and other groups provide some information. The focus is on the United States as a whole, with little attention given to smaller units.

M22. Texas Fact Book 19--. Bureau of Business Research, University of Texas at Austin, 1989. $15pa. ISBN 0-8755-299-1

This irregularly published work provides a statistical profile of Texas. Tables, charts, and essays cover the recent past with current data on agriculture, cost of living, housing, income, and much more. A roster of Councils of Government, with addresses and telephone numbers, and a listing of 124 information publications, conclude the volume.

Note: Texas Almanac and State Industrial Guide (see above) is an important source of statistical data on the state.

Suggested Purchase Plan--Social Sciences

Annual

The Reference Shelf Series. M5
SIRS Information System. M6
Statistical Abstracts of the U.S. M21

Biennial

Texas Almanac. M3
Texas Fact Book. M22

Irregular Publications

(Order each time issues)

Bureau of the Census Catalog & Guide. M14
Handbook of Labor Statistics. M16
Health and Human Services in Texas. M2
Contemporary World Issues Series. M4

Group 1

Concise Dictionary of Psychology. M10
Encyclopedia of Phobias, Fears, & Anxieties. M12
Family Mental Health Encyclopedia. M11
Places Rated Almanac. M18
Rating Guide to Life in America's Small Cities. M19

Group 2

Almanac of the American People. M13
Encyclopedia of Witches & Witchcraft. M9
Historical Statistics of the U.S. M17
State & Metropolitan Area Data Book. M20

Group 3

County & City Data Book. M15
Encyclopedia of the Unexplained. M8
Encyclopedia of the Occult & Parapsychology. M7

Optional Purchases

(purchase if needed)

Social Sciences Index. M1

* A first purchase

N. SOCIOLOGY AND SOCIAL ISSUES

The emphasis of this chapter is on three areas: social conditions and problems, women, and minorities. Other than in general tools, only the most dominant minorities are covered. Social conditions and problems included are aging, alcohol and drug abuse, criminology, death and dying, and handicapped. These and other problems also are covered by reference books listed in the "Social Sciences" chapter, such as the the SIRS Information System series.

Social Conditions and Problems

Aging

N1. The Encyclopedia of Aging and the Elderly. F. Hamilton Roy and Charles Russell. Facts on File, 1992. 320p. $45 ISBN 0-8160-1869-3

This work provides a wealth of practical, current data on all aspects of aging: social, medical, psychological, and environmental. The alphabetical arrangement is supported by a directory of organizations and state services for the aging, some 45 tables and charts covering demographic and medical topics, and an extensive bibliography. Emphasis of this encyclopedia is on geriatric medicine.

N2. The Henry Holt Retirement Sourcebook: An Information Guide for Planning and Managing Your Affairs. Wilbur Cross. Holt, 1992. 519p. $35; $9.95pa. ISBN 0-8050-1760-7; 0-8050- 2619-3pa.

Those preparing for retirement will find this sourcebook useful. It provides helpful suggestions concerning such matters as living arrangements, legal and financial affairs, and leisure activities. The work includes a comprehensive listing of organizations offering additional information.

N3. Legal Issues and Older Adults. Linda Josephson Millman. ABC-Clio, 1992. 273p. $45 ISBN 0-87436-594-5

The main body of this work provides practical and useful information for older persons on legal and financial matters such as living wills and guardianships, income management, Social Security, health care, housing, consumer issues, and estate planning. There also is a glossary of terms and an annotated directory of organizations and publications.

Note: Your Legal Rights in Later Life by John Regan and the Legal Council of the Elderly (AARP, 1989) is a similar work which is printed in large type.

N4. The Second 50 Years: A Reference Manual for Senior Citizens. Walter J. Cheney and William J. Diehm. Paragon House, 1992. 448p. $21.95pa. ISBN 1-55778-531-7

Matters of interest to older persons such as long-term care and other types of medical assistance, retirement, finances, travel, and other appropriate topics are included, complete with sensible suggestions and solutions.

Alcohol and Drug Abuse

N5. The Encyclopedia of Alcoholism. 2d ed. Robert O'Brien and Morris Chafetz. Facts on File, 1991. 400p. $45 ISBN 0-8160-1955-X

This revised work, which was well received when it appeared in 1983, offers over 500 updated articles and over 100 new ones, making it the most comprehensive reference source available on the subject. The alphabetically-arranged entries treat psychological and sociological effects, treatment, effects on the body, organizations, and many other aspects of alcoholism. Numerous tables and graphs cover such topics as demographics and drinking, legal drinking ages by states, and alcohol use by age, race, and sex.

N6. The Encyclopedia of Drug Abuse. 2d ed. Robert O'Brien et al, eds. Facts on File, 1991. 370p. $45 ISBN 0-8160-1956-8

The highly acclaimed first edition of this work (1984) was named an outstanding reference source by Library Journal. The work has now been completely revised to reflect new developments, treatments, options, and other matters. Arranged alphabetically, the encyclopedia treats topics and terms related to biological, medical, social, and legal problems related to drugs and their abuse, as well as related diseases, abuse among specific social and ethnic groups, and drugs and pregnancy. Highly recommended.

Note: Drug, Alcohol, and Other Addictions: A Directory of Treatment Centers and Prevention Programs Nationwide. 2d ed. (Oryx, 1993. 656p. $195 ISBN 0-89774-623-6) profiles some 12,000 facilities and programs.

Child Abuse

N7. The Encyclopedia of Child Abuse. Robin E. Clark and Judith Clark. Facts on File, 1989. 360p. $45 ISBN 0-8160-1584-8

The entire spectrum of facts and issues that relate to child and adult abuse is treated in alphabetically-arranged entries--terms, behavior, concepts, organizations, legislation--which range from brief identifications to several paragraphs. The appendix provides a directory of organizations, state laws, and other useful listings.

Crime

N8. Crime Dictionary. rev. ed. Ralph DeSola. Facts on File, 1988. 222p. $27.95 ISBN 0-8160-1872-3

Some 10,000 terms covering all aspects of crime are included. The revised edition adds some 1,500 new entries to reflect newer developments and recent changes in the field.

N9. The Encyclopedia of Domestic and Social Violence. Margaret DiCanio. Facts on File, 1993. 288p. $45 0-8160-2332-8

A wide range of topics on crime comprise this volume--date rape, gangs, hate crimes, police brutality, prisons, sentencing, drug-related violence, child abuse, plea bargaining, and more. Over 100 alphabetically-arranged articles concern all aspects of random violence in our society.

N10. The Mafia Encyclopedia. Carl Sifakis. Facts on File, 1988. 384p. $40; $17.95pa. ISBN 0-8160-1172-9; 0-8160-1856-1pa.

The mafia and organized crime are the focus of this volume. Over 400 entries on events and criminals over the past century are supported by some 80 illustrations.

N11. The Police Dictionary and Encyclopedia. John J. Fay. Charles C. Thomas, 1988. 370p. $32.75 ISBN 0-398-05494-0

Law enforcement, police and street slang, and other terms related to police work are the primary focus of this volume. Important Supreme Court decisions affecting law enforcement are summarized. The appendix treats felony and capital offenses, sentences for various types of crimes, methods of execution, and other topics.

Death and Dying

N12. Encyclopedia of Death. Robert Kastenbaum and Beatrice Kastenbaum, eds. Oryx, 1989. 320p. $74.50 ISBN 0-89774-263-X

Extensive coverage of topics related to death and dying are provided by this excellent work. Examples are attitudes toward death, violent death, bereavement counseling, funeral rites, hospice care, the meaning of death, and treatment of death in literature and mythology. Controversial issues, such as gun control, prolonging life, euthanasia, and the death penalty are given balanced treatment. Long articles are followed by suggestions for further reading.

N13. The Encyclopedia of Suicide. Glen Evans and Norman L. Farberow. Facts on File, 1988. 470p. $45 ISBN 0-8160-1397-7

Psychological, political, legal, socioeconomic, and sociological aspects of suicide are treated in over 500 alphabetically-arranged entries. Articles range from a short identification to long essays. This work will help to meet the need for information on a social phenomena that has only recently been subjected to scientific investigation.

Disabilities

N14. American Sign Language: A Comprehensive Dictionary. Martin L.A. Sternberg. HarperCollins, 1981. 1,177p. $65 ISBN 0-06-014097-6

This dictionary provides the most complete coverage of sign language available, containing almost 5,500 word entries and 8,000 drawings. American Sign Language Dictionary: A Comprehensive Abridgement (HarperCollins, 1981. 448p. $16pa. ISBN 0-06-272038-4) includes 3,300 signs with well-written, easily understood instructions and illustrations for the use of each sign.

N15. Complete Directory of Large Print Books and Serials 1993. Bowker, 1993. 315p. $141pa. ISBN 0-8352-3299-9
Book buying information for 8,950 large-print titles (2,765 new to this edition) is provided by this catalog. Indexing is by subject, author, and title.

N16. Focus on Physical Impairments: A Reference Handbook. Nicholas J. Karolides. ABC-Clio, 1990. $39 ISBN 0-87436-428-0

The purpose of this handbook is to help those without physical handicaps better understand those who have them. Concise essays address causes of impairments, emotional and social aspects involved, and ways to interact with disabled persons.

N17. Handicapped Funding Directory. 7th ed. Research Grant Guides, 1990. 250p. $39.50pa. ISSN 0733-4750

This guide covers foundations, corporations, associations, and government agencies that have funding programs or services for deaf, emotionally disturbed, speech impaired, and learning disabled persons. Contact information, a description of the funding areas, examples of funded projects, selection criteria, and application procedures are provided.

N18. Resource Directory for the Disabled. Richard Shrout. Facts on File, 1991. 392p. $45 ISBN 0-8160-2216-X

This directory of products and services designed to aid people with disabilities is divided into four parts: general resources, resources for the mobility impaired, resources for the visually impaired, and those for the hearing impaired. Subdivisions within each part cover such areas as appliances and devices, organizations, publications, and travel. Indexing is by subject and company name.

N19. Talking Books Topics. National Library Services for the Blind and Physically Handicapped, 1935 to date. Bimonthly. Free. (1291 NW Taylor St., Washington, D.C. 20542)

Recorded books and magazines available through the national network of cooperating libraries are listed and described in this bimonthly, which is available in large print, cassette, and disc format. The service also distributes Library Resources for the Blind and Physically Handicapped, which is a directory of libraries that participate in this free service program.

Homosexuality

N20. Encyclopedia of Homosexuality. 2 vols. Wayne R. Dynes, ed. Garland, 1990. 1,522p. $150
ISBN 0-8240-6544-1

The 770 biographical, topical, and thematic articles, arranged alphabetically by topic, cover historical, medical, psychological, sociological, and transcultural information on homosexuality. The focus of the work is Western, but African, Eastern, and other groups receive coverage. Most articles are understandable to the general reader, but some require more technical background.

Minorities

African Americans

N21. Dictionary of American Negro Biography. Rayford W. Logan and Michael R. Winston. Norton, 1983. 680p. $65 ISBN 0-393-01513

Signed articles, based on scholarly research, are for some 600 historically significant African Americans who died prior to January 1, 1970. Entries, which range in length from a column to several pages, include primary and secondary sources. This work is patterned after Dictionary of American Biography (see "Biography" chapter) and is a worthy companion to it.

N22. Encyclopedia of African-American Civil Rights: From Emancipation to the Present. Charles D. Lowrey and John F. Marszalek, eds. Greenwood, 1992. 672p. $59.95 ISBN 0-313-25011-1

Named by Library Journal as a "Best Reference Source of 1992," thiswork presents an overview of the African Americans' century-long struggle for civil rights. More than 800 alphabetically-arranged entries include mass movements (the Montgomery Bus Boycott), groups (Black Muslims), leaders (Martin Luther King, Jr.), those associated with events (James Meredith), and court cases pertaining to civil rights. This is an excellent source.

N23. The Negro Almanac: A Reference Work on the African American 5th ed. Gale, 1990. 1,622p. $110
ISBN 0-8103-7706-3

Considered the most important ready-reference source about blacks, this updated work, first published in 1971, includes historical and statistical data, chronologies, biographies, articles on a wide range of topics, and much else that is useful. The quality of the print and layout is considerably improved in this edition.

N24. Notable Black American Women. Jessie Carney Smith, ed. Gale, 1992. 1,334p. $75
ISBN 0-8103-4749-0

This significant contribution to American culture was named by Library Journal as a "Best Reference Source of 1992." It includes 500 African American women from numerous fields who were born from colonial times to the present. Most are contemporary (Alice Walker, Mayo Angelou), but some are historical figures (Sojourner Truth, Mary McLeod Bethune). Two indexes support the volume, one by area of endeavor and the other by subject. All articles are signed and about one-third are accompanied by a photograph.

N25. Who's Who Among Black Americans, 1992-93. 7th ed. Gale, 1992. 1,700p. $115 ISBN 0-8103-5404-7
Published since 1976 and now established as a standard reference source, this work includes some 19,000 black notables who hold important positions (state legislators, members of Congress, mayors, judges), distinguished professionals, and other high achievers. Information is limited to the most basic biographical data. Indexing is by geography and occupation.

Note: There are a number of other useful sources on African Americans, ranging from the extensive Black Women in America, 2 vols (Carlson, 1993. 1,530p. $195/set ISBN 0-926019-61-7), which contains 800 biographical entries, to shorter works such as African American Biography by Walter L. Hawkins

(McFarland, 1992. 512p. $39.95 ISBN 0-89950-664-X), and Biographical Dictionary of Black Americans by Rachel Kranz (Facts on File, 1992. 190p. $24.95 ISBN 0-8160-2324-7).

Hispanic Americans

N26. Dictionary of Mexican American History. Matt S. Meier, ed. Greenwood, 1981. 498p. $49.95 ISBN 0-313-21203-1

N27. Mexican American Biographies: A Historical Dictionary, 1836-1987. Matt. S. Meiers, ed. Greenwood, 1988. 300p. $49.95 ISBN 0-313-24521-1

Dictionary of Mexican American History focuses on events and notables related to Mexican American history since the Texas Revolution (1835-36). In Mexican American Biographies, Meier expands the biographies included in the earlier work and adds 19th and 20th century figures. The profiles emphasize the principal activity for which the individual is best known.

N28. Hispanic-American Almanac. Nicholas Kanellos. Gale, 1992. 700p. $99.50 ISBN 0-8103-7944-9

This useful new reference source contains a vast amount of information on Hispanic Americans. It begins with an overview of the Hispanic role in American society from the Spanish Conquest to modern times. Sections provide a chronology of events, copies of major historical documents, and biographical articles on Hispanics in business, the arts, sports, science, and other fields. Numerous topics are treated, such as labor movements, religion, modern immigration, and police brutality.

N29. Hispanic Resource Directory, 1992-1994. Alan Edward Schorr, ed. Denali Press, 1992. 380p. $47.50pa. ISBN 0-938737-26-0

A greatly expanded update of a 1988 directory, this work offers information on organizations and associations: federal, state and local programs; research centers, libraries, and museums; state and local commissions; Hispanic studies programs; Hispanic Chambers of Commerce; minority and small business programs; employment programs, and much more.

N30. Who's Who Among Hispanic Americans. 2d ed. Amy L. Unterburger, ed. Gale, 1992. 472p. $96 ISBN 0-8103-7604-0
Some 6,000 contemporary notables, representing a wide range of professions and occupations are included in this source. Entries contain only the most pertinent data. Indexing is by occupation, geographical location, and nation of decent.

Jews

N31. Atlas of Modern Jewish History. Evyatar Friesel. Oxford University Press, 1990. 159p. $49.95 ISBN 0-19-505393-1

This atlas focuses on Jewish history from the 17th century to contemporary times, providing maps, charts, graphs, and illustrations portraying historical events and demographic changes.

N32. The Blackwell Companion to Jewish Culture: From the Eighteen Century to the Present. Glenda Abrahamson, ed. Basil Blackwell, 1989. 512p. $50 ISBN 0-631-15111-7

Over 1,000 alphabetically-arranged entries provide extensive coverage of the role Jews have played in the arts, social and natural sciences, and medicine. Entries include biographies of individuals, topical articles on Jewish culture, and survey articles on broad topics.

N33. Encyclopedia of Jewish History: Events and Eras of the Jewish People. Joseph Alphen, ed. Facts on File, 1986. $40 ISBN 0-8160-1220-2

This outstanding work offers a clear, concise overview of Jewish history, society, faith, and culture from the earliest times to the present. The principal eras, events, and people in Jewish history are covered, supported by over 500 maps, photographs, and diagrams. The appendix provides a chronology of Jewish and world history from 500 B.C. to A.D. 1984, a glossary, and an index.

N34. The New Standard Jewish Encyclopedia. 7th ed. Geoffrey Wigoder. Facts on File, 1992. 1,036p. $59.95
ISBN 0-8160-2690-4

The standard one-volume reference to Judaism, which updates the 1977 edition, this work provides extensive information on major events in Jewish history, current events, biographies of famous and notable Jews (including historical and Biblical figures), social and cultural aspects of Judaism, traditions and folklore, and groups and organizations.

N35. The Schocken Guide to Jewish Books. Barry W. Holtz, ed. Schocken, 1992. 357p. $24.50; $17pa.
ISBN 0-8052-4108-6; 0-8052-1005-9pa.

This bibliography serves as a reader's advisor to Judaism, and Jewish history and culture. The editor, aided by 16 other experts, provides critical evaluations on important books on the Bible, Talmud, Jewish history, the Holocaust, contemporary Israel, mystics, feminism, and many other topics. This work was named a "Best Reference Source of 1992" by Library Journal.

Note: Some libraries may require Encyclopaedia Judaica, 16 vols. (Keter Pub., 1971) and its supplements, 1973-82 and 1983-89, 3 vols. ($895/set and first supplement. ISBN 0-685-36254-1; 1983-89 supplement, $187.50/3 vols. ISBN 0-385-12162-8).

Native Americans

N36. The American Indian: A Multimedia Encyclopedia. CD-ROM. Facts on File, 1993. $295
ISBN 0-8160-2835-4

This CD-ROM incorporates the contents of four Facts on File publications: Atlas of North American Indians (see below), Voices of the Wind: Native American Legends, Who Was Who in Native American History (see below), and Encyclopedia of Native American Tribes (see below), plus reproductions and images from NARA publictions and documents.

Note: North American Indians. CD-ROM (Quanta Press, 1313 Fifth St. SE, Minneapolis, MN 55414, 1991. $69.95) contains text and images on the history of Native Americans.

N37. Atlas of North American Indians. Carl Waldman. Facts on File, 1985. 288p. $29.95; $17.95pa.
ISBN 0-87196-850-9; 0-8160-2136-8pa.

This atlas is a comprehensive reference on the Indian people of the United States, Canada, and Mexico. The 120 well-drawn maps, which depict Indian prehistory, contact with Europeans, military conflicts, and cultural patterns, are supported by extensive explanatory text.

N38. Encyclopedia of Native American Tribes. Carl Waldman. Facts on File, 1988. 308p. $40
ISBN 0-8160-1421-3

A very useful resource, this work provides concise cultural and historical information on 150 North American tribes, arranged alphabetically, Abnaki to Zuni. There also are entries under cultural names (Cliff Dwellers), civilizations (Maya), language families (Algonquin), and broad topics (housing).

N39. Handbook of North American Indians Series. Smithsonian, 1978-1990. Vols. 4-11, 15 (In progress; to be in 20 vols.) Available from U.S. Government Printing Office.

When this authoritative set is completed, it will provide a comprehensive summary of the prehistory, history, and culture of native peoples of American who lived north of central Mexico. The two volumes of primary interest to Texas libraries are Vol. 9 (1979. 701p. $23 S/N 047-000-00361-0) and Vol. 10 (1983. 884p. $25 S/N 047-000-00390-3), both entitled Southwest. Vol. 9 covers Puebloan peoples and general Southwest prehistory and history; vol. 10 contains 56 articles about non-Puebloan peoples of the Southwest and some surveys of topics germane to the entire area. Other completed volumes are: vol. 4, History of Indian-White Relations (1988. $47 S/N 047-000-00406-3); vol. 5, Arctic (1984. 845p. $29 S/N 047-000-00398-9); vol. 6, Subarctic (1981. 853p. $25 S/N 047-000-00374-1); vol. 7, Northeast Coast (1990. $38 S/N 047-000-00408-0); vol. 8, California (1978. 800p. $25 S/N 047-000-00374-4); vol. 11, Great Basin (1986. 868p. $27 S/N 047-000-00401-2); vol. 15, Northeast (1978. 924p. $27 S/N 047-000-00351-2). Future volumes in this highly regarded set should be purchased as they appear.

N40. Native American Women: A Biographical Dictionary. Gretchen M. Bataille, ed. Garland, 1993. 352p. $55
ISBN 0-8240-5267-6

Historical and contemporary Native American women are the focus of this biographical dictionary. Sketches, which range in length from a few paragraphs to a few pages, include the well known and the obscure. Entries give basic biographical data, including alternative names, and comment on the woman's accomplishments and contributions to causes, issues, and movements.

N41. Reference Encyclopedia of the American Indians. 6th ed. Barry T. Klein. Todd, 1992. 1,100p. $125
ISBN 0-015-344-30-3

The latest edition of this major source is in four sections. Section 1 provides directory information for U.S. reservations, tribal councils, government agencies, associations, crafts centers, health facilities, Indian schools, Native American studies programs, and information centers. Section 2 provides the same types of directory information for Canada. Section 3 is a bibliography of over 4,500 in-print books, and section 4 is a biographical dictionary giving brief data for 2,500 contemporary Indians and others active in Indian affairs. The publisher plans an update of this source every two years.

N42. Who Was Who in Native American History. Carl Waldman. Facts on File, 1990. 384p. $45
ISBN 0-8160-1797-2

Over 1,000 brief biographical sketches of Indians and non-Indians who influenced Native American history through 1900 comprise this excellent work. Among those included are tribal leaders, warriors, soldier, explorers, army scouts, traders, artists, political figures, government officials, reformers, missionaries, captives, and anthropologists.

Note: Handbook of American Indians North of Mexico by Frederick W. Hodge, 2 vols., was published by the U.S. Government Printing Office, 1907-10. It is available from Scholarly Press ($250/set ISBN 0-403-00355-5). Hodge includes a vast amount of historical and cultural material, useful in any library.

Women

N43. Handbook of American Women's History. Angela H. Zophy. Garland, 1990. 777p. $95
ISBN 0-8240-8744-5

Women's movements, historical events, literary works, and famous women comprise the signed articles in this work. Emphasis is on the 19th and 20th centuries. Each article is supported by a brief bibliography.

N44. Statistical Handbook on Women in America. Cynthia Taeuber, comp. and ed. Oryx, 1991. 401p. $54.50
ISBN 0-89774-609-0

Some 400 tables illustrate trends in the life of American women since World War II, covering demography, education, crime, employment, economic status, health, politics, and life style. Tables generally approach each topic by race, age, and marital status.

N45. Women's Studies Encyclopedia. 3 vols. Helen Tierney, ed. Greenwood, 1989-1991. Vol. 1-2, $59.95/ea.
Vol. 3, $65

Volume 1: Views from the Sciences addresses women in the natural, behavioral, and social sciences; health and medicine; politics; law; economics; and linguistics. Volume 2: Literature, Arts and Learning surveys the role of women in literature, the arts, and education. Volume 3: History, Philosophy and Religion covers women in those fields.

Note: See also The Quotable Women in the "Literature" chapter, and Notable American Women in the "Biography" chapter.

Suggested Purchase Plan--Sociology & Social Issues

Group 1

Complete Directory of Large Print Books & Serials. N15
Dictionary of American Negro Biography. N21
Encyclopedia of Alcoholism. N5
Encyclopedia of Child Abuse. N7
Encyclopedia of Death. N12
Encycloperia of Drug Abuse. N6
Encyclopedia of Suicide. N13
Hispanic-American Almanac. N28
Legal Issues and Older Adults. N3
Negro Almanac. N23
New Standard Jewish Encyclopedia. N34
Reference Encyclopedia of the American Indian. N41
Talking Books Topics. N19 (request free copy)

Group 2

American Sign Language. N14
Dictionary of Mexican American History. N26
Encyclopedia of African-American Civil Rights. N22
Encyclopedia of Aging and the Elderly. N1
Encyclopedia of Jewish History. N33
Encyclopedia of Native American Tribes. N38
Encyclopedia of Domestic & Social Violence. N9
Mexican American Biographies. N27
Resource Directory for the Disabled. N18
Schocken Guide to Jewish Books. N35

Group 3

Blackwell Companion to Jewish Culture. N32
Crime Dictionary. N8
Encyclopedia of Homosexuality. N20
Focus on Physical Impairment. N16
Handbook of American Women's History. N43
Henry Holt Retirement Source Book. N2
Hispanic Resource Directory. N29
Notable Black Americen Women. N24
The Second 50 Years. N4
Statistical Handbook on Women in America. N44

Group 4

Atlas of Modern Jewish History. N31
Atlas of North American Indians. N37
Handbook of North American Indians Series. N39 (vols. 4-11, 15, *vols. 9,10)
Handicapped Funding Directory. N17
The Mafia Encyclopedia. N10
Native American Women. N40
Police Dictionary & Encyclopedia. N11
Who's Who Among Black Americans. N25
Who's Who Among Hispanic Americans. N30
Who Was Who in Native American History. N42
Women's Studies Encyclopedia. N45

Optional Purchases
(purchase if needed)

American Indians. CD-ROM. N36

*A first choice

P. GEOGRAPHY AND AREA STUDIES

Encyclopedias, almanacs, yearbooks, and some general language dictionaries, all contain geographical information. Sets, such as Encyclopedia Americana and World Book Encyclopedia, are especially useful, since they provide excellent maps of countries, states, provinces, and larger world cities, plus articles about these areas. The encyclopedias available on CD-ROMs offer innovative map capabilities.

Some reference books focus on geography: gazetteers give place names, locations, and brief descriptions; atlases aid in locating towns, cities, rivers, oceans, counties, and other specific sites; dictionaries define terms in physical and human geography; handbooks contain data arranged for quick reference. Area studies describe all aspects of life in countries or large areas. Travel guides, designed to assist the tourist in sight-seeing and selecting hotels and restaurants, provide place descriptions and maps of local areas, not included in atlases. Libraries also hold maps of regional cities and counties, and the state's larger cities. These often are available free from Chambers of Commerce or County Commissioners Courts.

Libraries should update their atlas collection frequently by purchasing new editions of standard works, usually revised about every five years. Unless historical information is sought, currency is of prime essence in maps. Not only do names and boundaries change constantly, but the political status of countries changes; e.g., the changes in the U.S.S.R. during the last few years. Technical advancements also enter into the picture. One atlas described below was compiled from a computerized database and several include maps taken by satellites. The major atlas publishers, Rand McNally, Hammond, and National Geographic, usually bring out new editions of their atlases as soon as decennial census information is available and again in about five years. All of the atlases described below are new editions which appeared in 1992; revisions, therefore, may be expected in 1997.

Atlases

P1. Hammond Atlas of the World. Hammond, 1992. 304p. $65 ISBN 0-8437-1175-2

This is the first atlas to be generated completely from computer databases. The 160 vivid maps combine physical and political information, showing the shape of the land and all important place names, boundaries, roads, and natural features. A thematic map section covers demography, climate, natural resources, land use, and economics. The index includes 115,000 entries.

P2. National Geographic Atlas of the World. rev. 6th ed. National Geographic Society, 1992. 404p. $80/deluxe ed.; $71.50pa. ISBN 0-87044-834-X/deluxe ed.; 0-87044-835-8pa.

This outstanding atlas contains 100 oversize, two-page plates updated to reflect the latest world changes. It features satellite images of continents and detailed political maps of countries, regions, and urban areas. Thematic maps cover population, land use, natural resources, environmental stress, transportation, and topography. The index includes 150,000 entries. Highly recommended.

P3. The New Cosmopolitan World Atlas. Rand McNally, 1992. 340p. $60 ISBN 528-83552-8

This medium priced atlas contains colorful maps of the world, countries, and smaller political entities, such as states and provinces; a section of thematic maps and charts that show population trends, languages, climate, and other data; an extensive index of place names; and a statistical section with tables and charts of international political information. Such topics as land use are covered in text, photographs and maps. The index includes 69,000 entries. This atlas is a first choice for libraries of all sizes.

Note: The New International Atlas (Rand McNally, 1992. 560p. $125 ISBN 0-528-83548-3) is the largest Rand McNally world atlas.

P4. The New York Times Atlas of the World. 3d rev. ed. Times Books, 1992. 244p. $75 ISBN 0-8129-2076-7

This atlas is a concise edition of Times Atlas of the World. 9th ed. (Times Books, 1992. $175 ISBN 0-8129-2077-5), the most comprehensive one-volume atlas available, which is compiled by Bartholomew & Sons and The Times of London. This shorter version lives up to the same high standard of the parent work. Maps of countries and smaller political units are of excellent quality. The index contains 100,000 entries.

Note: Less expensive atlases of very good quality include: Today's World: A New World Atlas from the Cartographers of Rand McNally (Rand McNally, 1992. 192p. $29.95 ISBN 0-528-83500-9); and Reader's Digest-Bartholomew Illustrated Atlas of the World, rev. ed. (Reader's Digest Assoc., 1992. 176p. $22 SBN 0-895-77-422-4).

Encyclopedias and Dictionaries

P5. Encyclopedia of Southern Culture. Charles Reagan Wilson and William Ferris, eds. University of North Carolina Press, 1989. 1,634p. $69.95 ISBN 0-8078-1823-2

This distinguished work focuses on 11 states that comprised the Confederacy (Texas among them), with some information about border states that did not secede. The 24 alphabetical sections, from agriculture to women's life, examine every aspect of southern culture. Thematic articles, signed by over 700 scholars, cover literature, music, Black life, folk life, social life, history, and manners. Some 250 biographical sketches treat living and deceased persons. Over 300 black-and-white current and historical photographs support the text.

P6. Facts About the Cities. Allan Carpenter. Wilson, 1992. 480p. $50 ISBN 0-8242-0800-5

Alphabetically-arranged entries treat 331 American cities with populations over 75,000. For each city, there is a statistical section and information on history, climate, population, the work place, taxes and revenues, cost of living, education, crime, cultural resources, housing, government and politics, sports, and much more.

P7. Facts About the States. Joseph N. Kane et al. eds. Wilson, 1989. 556p. 455 ISBN 0-8242-0407-7

This work contains a chapter on each state and on Puerto Rico and Washington, D.C., each containing detailed material on geography and climate, demography, government and politics, economy, history, finances, culture and education, and on historic sites, parks, and memorials. A separate section provides tables ranking states in such areas as population, average age, median income, climate, and education.

P8. Oxford Illustrated Encyclopedia of World Geography. Vol. 8, Resources and Industry, ed by Ian Hamilton. Vol. 9, Home Settlement, ed. by John R. Short. Oxford University Press, 1992. 256p./ea. $45/ea. ISBN Vol. 8, 0-19-520943-5; vol. 9, 0-19-520944-3

These two volumes in an outstanding set are profusely illustrated with maps, charts, and diagrams. Resources and Industry focuses on raw material and industrialization; Home Settlement describes how settlement patterns have evolved in different countries. Although the volumes are part of a set, they are designed to stand alone.

Note: Lands and People, 6 vols. (Grolier, 1993. Write for price information) provides basic data, colorful maps, photographs, and a signed essay on the people, land, economy, and history of each country of the world. The set is organized by continents, one per volume.

Gazetteer

P9. Webster's New Geographical Dictionary. rev. ed. Merriam Webster, 1984. 1,568p. $24.95 ISBN 0-87779-509-6

Entries for 47,000 towns, cities, countries, rivers, lakes, mountains, and other geographical locations comprise this volume. United States towns under 1,500 population and foreign cities under 25,000 are omitted, unless they have a special significance. Pronunciations of place names are provided. Some 15,000 cross-references for variant spellings, name changes, and similar relationships provide easy access to the text, which is illustrated by 218 maps. Although this work is not extensive, it is an excellent quick-reference tool.

Exploration

P10. The Atlas of North American Exploration: From the Norse Voyages to the Race to the Pole. William H. Goetzmann and Glyndwr Williams. 224p. Prentice Hall, 1992. $40 ISBN 0-13-297128-3

Maps used by the explorers as well as modern ones depict 500 years of exploration. The 80 quests are divided into five parts: early voyages to the North American continent, early settlements, frontier work, continental exploration, and northern trips. Well-written text explains the significance of each exploration. Extensive indexing is provided for text and maps. This outstanding work was named a "Best Reference Source of 92" by Library Journal.

P11. Explorers and Discoverers of the World. Daniel B. Baker, ed. Gale, 1992. 675p. $59.95 ISBN 0-8103-5421-7.

World-wide explorers and discoverers of all types--aviators, mountaineers, underwater and space explorers--are profiled in 320 articles. The entries, which vary in length, emphasize the historical significance and results of the endeavor. Indexing is by nationality and area explored.

P12. Legend and Lore of the Americas Before 1492: An Encyclopedia of Visitors, Explorers and Immigrants. Ronald H. Fritze. ABC-Clio, 1993. 300p. $65 ISBN 0-87436-664-X

Over 200 alphabetically-arranged entries treat legendary, real, and likely visitors to the Americas beginning with the first crossing from Asia over the Bering Land Bridge some 20,000 years ago. Topics include lost tribes, Atlantis, Welch Indians, geographical concepts, and cartographic developments. Maps and illustrations enhance the text.

P13. Who Was Who in World Exploration. Carl Waldman and Alan Wexler. Facts on File, 1992. 712p. $65 ISBN 0-8160-2172-4

Library Journal named this work as a "Best Reference Source of 1992." The volume provides information about more than 800 international explorers from ancient times up to the 20th century. Each alphabetically-arranged entry includes a chronology of the explorer's accomplishments and evaluates each exploration. Some 120 black-and-white period and original maps support the text.

P14. World Explorers and Discoverers. Richard Bohlander, ed. Macmillan, 1992. 532p. $85 ISBN 0-02-897445-X

Named by the American Library Association/Reference and Adult Services Division as a 1992 "Outstanding Reference Source," this work covers 300 explorers and discoverers from ancient times to the present. Entries, ranging from a half column to several pages, focus on the territory explored, giving nationality and dates for each person. Over 50 maps and extensive indexing by country of origin and country explored support the text.

Travel

P15. Complete Guide to America's National Parks, 1992-93. National Park Foundation. Prentice Hall, 1992. 500p. Biennial. $12.95pa. ISBN 0-13-157686-0

Entries for each of the national parks, arranged alphabetically by states, provide directions and information on visitor activities, campsites and other over night accommodations, hours of operation, addresses, and telephone numbers. "Climatable" is a special feature which provides information on temperature, precipitation, and sunshine/cloudiness by months.

P16. Fodor's Travel Guides. David McKay.

A general guide such as Fodor's Europe (1991 ed., $16.95) is an excellent choice as a basic reference tool, which can be supplemented by more detailed guides to specific nations. Fodor's series offers some 70 carefully edited volumes on individual cities, countries, states of the U.S., and sections of Europe, ranging in price from $9 to $16, most in hardback and paper editions.

P17. Mobil Travel Guides. 7 vols. Annual. Rand McNally. 1992 ed., $10.95/ea.

Each of the 7 volumes of this series covers a region: California and the West, Great Lakes Area, Middle Atlantic States, North Eastern States, Northwest and Great Plains States, Southeastern States, and Southwest and South Central States. Rated lodgings and restaurants are emphasized, but tours, points of interest, ect. are suggested for each location.

Note: Other series of interest include Baedecker's (Prentice Hall) and Michelin (Michelin). Specialized guides, such as those for bed and breakfast facilities, and campgrounds are numerous. Texas Monthly Press publishes several excellent travel guides for Texas.

P18. National Geographic's Guide to National Parks of the United States. rev. ed. National Geographic Assoc., 1992. 432p. Write for price information. ISBN 0-87044-808-8

Beautifully illustrated articles describe each of the 50 national parks, providing information on scenic drives, trails, campgrounds, hotels with addresses, excursions to outlying areas and other information. There are maps and excellent photographs of each park.

P19. Rand McNally Road Atlas: United States, Canada, and Mexico. Rand McNally. 160p. Annual. 1993 ed., $7.95pa. ISBN 0-528-81062-6

This annually updated atlas contains road maps for each of the 50 states, the states and provinces of Mexico and Canada, and for over 150 U.S. and Canadian cities. Maps identify principal highways, paved and unpaved roads, and scenic routes, and indicate rest areas, campgrounds, airports, dams, national parks and forests, mountain peaks, major colleges and universities, and ferries.

Note: TraveLines: A Guide to Toll-Free and Other Service Numbers for Travel and Tourism Information (Pierian, 1991. $8 ISBN 0-87650-296-6) provides access to 400 toll-free telephone numbers to help gain access to free travel and tourist information.

Area Studies

P20. Background Notes on the Countries of the World. U.S. Department of State, Bureau of Public Affairs. U.S. Government Printing Office. 180 leaflets. $58/current set; $20/yr. monthly updates.

Leaflets (3 to 15 pages) on the countries of the world comprise this service. Information for each country includes basic data on land, people, history, government, political conditions, economy, and foreign relations. Travel information also is included. Leaflets can be purchased individually ($1/ea.), as a set, or by subscription. In-print Background Notes are listed by country in Subject Bibliography No. 093. (Request a free copy from U.S. Government Printing Office, Washington, D.C.20402.) Subscribers receive eight new leaflets each month.

P21. Cambridge Encyclopedia of China. 2d ed. Brian Hook and Denis Twitchett, eds. Cambridge University Press, 1991. 502p. $49.95 ISBN 0-521-35594-X

P22. Cambridge Encyclopedia of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Bhutan, and the Maldives. Francis Robinson, ed. Cambridge University Press, 1989. 520p. $55 ISBN 0-521-33451-9

P23. Cambridge Encyclopedia of Latin America and the Caribbean. 2d ed. Simon Collier et al, eds. Cambridge University Press, 1992. $55 ISBN 0-521-41322-2

These three volumes are similar in scope, format, and arrangement. Sections for each country are divided into broad subject areas; e.g., physical environment, economy, people, history, politics, and society. Well-written, concise entries provided background and current information on cultural and political problems. The works are illustrated with color and black-and-white photographs and drawings.

P24. Country Study Series. By Dept. of the Army. U.S. Government Printing Office.

The volumes in this series, formerly the Area Handbook Series, all similar in format and content, provide authoritative data on individual countries around the world--climate, population, social conditions, politics, economy, national security, recent legislation, and more. Recent releases include volumes on Cyprus, Cambodia, El Salvador, Iraq, Paraguay, Sri Lanka, and Somalia. Cost is around $16 per volume. For a list of available titles, request the free Subject Bibliography No. 166 from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

P25. Encyclopedia of the First World. 2 vols. George Thomas Kurian. Facts on File, 1990. 1,000p. $145/set ISBN 0-8160-1233-4

P26. Encyclopedia of the Second World. George Thomas Kurian. Facts on File, 1991. 614p. $95 ISBN 0-8160-1232-6

P27. Encyclopedia of the Third World. 4th ed. 3 vols. George Thomas Kurian. Facts on File, 1991. 2,432p. $225/set ISBN 0-8160-2261-5

Each of these works provides social, political, and economic information for a group of countries, giving data on a full range of topics, such as climate, weather, health, ethnic composition, religion, language, and human rights. First World includes countries in Western Europe and North America, Australia, New Zealand, and Japan. Second World covers countries that until recently made up the communist world--China, Poland, Soviet Union, Hungry, East Germany, Mongolia, Albania, Czechoslovakia, Yugoslavia, Bulgaria, and Romania. Third World includes 81 poor nations, which make up more than two-thirds of the nations of the world.

P28. The Longman Companion to the Middle East Since 1914. Ritchie Overdale. Longman, 1992. 378p. $40.94; $20.95pa. ISBN 0-582-06316-X; 0-582-06305-1

This volume, the first in a new series of handbooks, covers all Arab countries and Israel, providing political and historical facts up through the Gulf War. Arranged by broad topical area, this well-written work also contains a chronology, a biographical section, and a bibliography.

P29. The Middle East: A Political Handbook. Lawrence Ziring. ABC-Clio, 1992. 410p. $56.50 ISBN 0-87436-612-7

A useful handbook, this work is arranged in seven topical sections: political geography of the Middle East, Islam and its sociopolitical importance in the region, important concepts of ethnicity and its relationship to the region's political culture, political parties and movements, the genesis and development of the Arab-Israeli conflict, diplomacy, and conflicts.

P30. The World Factbook. Central Intelligence Agency. U.S. Government Printing Office. Annual. $23/yr.

This annual publication, similar in content to Background Notes (see above), provides basic information on some 250 countries--typography, resources, water, people, government, economy, communications, and defense forces. Small location maps for each country refer to twelve large maps of various parts of the world. Since all of the information in the Factbook is updated annually, this service is more current than Background Notes. Each will provide some information not included in the other. Also available from Bressey's (U.S.): Macmillan, $30 ISBN 0-02-881044-1

Note: The Statesman's Year-Book: Statistical and Historical Annual of the States of the World for the Year (St. Martin's. Annual. $75/yr. ISSN 0081-4601); and Handbook of the Nations (Gale. Annual. $99/yr.) provide more detailed information than either Background Notes or World Factbook.

Suggested Purchase Plan--Geography & Area Studies

Annual

Background Notes on the Countries of the World. P20
Country Study Series. P24 (Purchase several each year, especially newly revised ones. Request free Subject Bibliography #116.)
World Factbook. P30

Biennial

Complete Guide to American's National Parks. P15

Every 2-4 years

Mobil Travel Guides. P16
Rand McNally Road Atlas. P19

Group 1

Atlas of North American Exploration. P10
Encyclopedia of Southern Culture. P5
Hammond Atlas of the World. P1 *
National Geographic Atlas of the World. P2 *
New Cosmopolitan World Atlas. P3
New York Times Atlas of the World. P4 (at least 2 of the 4)
National Geographic's Guide to National Parks. P18
Legends & Lore of the Americas before 1492. P12
Webster's New Geographical Dictionary. P9
World Explorers & Discoverers. P13

Group 2

Cambridge Encyclopedia of China. P21
Cambridge Encyclopedia of India, Pakistan.... P22
Cambridge Encyclopedia of Latin America and the Caribbean. P23
Longman's Companion to the Middle East. P28
Oxford Illustrated Encyclopedia of World Geography. Vols. 8 & 9. P8
Who Was Who in World Exploration. P14

Group 3

Encyclopedia of the First World. P25
Encyclopedia of the Second World. P26
Encyclopedia of the Third World. P27
Explorers & Discoverers of the World. P11
Facts About the Cities. P6
Facts About the States. P7
The Middle East. P29

Optional Purchases

(purchase if needed)

Fodor's Travel Guides. P16

* a first choice

Q. EDUCATION AND CAREER GUIDANCE

For the field of education, public libraries have special needs for directories of schools, colleges and universities, and other educational facilities, and for career and vocational guidance materials. Currency is of the essence in all of these types of sources. Other reference tools--encyclopedias, indexes, handbooks, etc.--should be purchased if needs warrant their acquisition.

Education

Encyclopedias and Dictionaries

Q1. American Educator's Encyclopedia. rev. ed. Edward L. Dejnozka et al, eds. Greenwood, 1991. 752p. $95 ISBN 0-313-25269-6

This work provides concise definitions of some 2,000 terms and concepts related to all levels of education; biographies of noted educators, past and present; and directories of services and organizations related to the field. Most entries include references to additional information. A detailed index supports the volume.

Q2. The Facts on File Dictionary of Education. Jay Shafritz et al. Facts on File, 1988. 512p. $40 ISBN 0-8160-1636-4

Some 5,000 brief entries, alphabetically arranged, cover all aspects of primary and secondary education: theories, practices, court cases, unions, terms, history, laws, journals, jargon, national tests, organizations, and important persons in the field. Many entries include suggestions for further reading.

Directories

Q3. Handbook of Private Schools. 73rd ed. Porter Sargent. Annual. $70 ISSN 0072-9884

Profiles of some 1,800 of the nation's leading private schools are included in this standard, reliable directory. Detailed entries, arranged regionally and then alphabetically by cities, include enrollment, size of faculty, grades offered, number of admissions each year, cost, and directory information. The curriculum and school are described in some detail. Each entry also includes information on the last graduating class-the number who entered college, colleges selected, etc.

Note: Private Schools of the United States: Council for American Private Education (CAPE) Schools (Market Data Retrieval. Annual. $44.95pa. ISSN 0850-1603) lists and describes 15,000 schools, elementary through high school, that belong to at least one of 13 national associations comprising the Council for American Private Schools.

Q4. The Independent Study Catalog: NUCEA's Guide to Independent Study Through Correspondence Instruction. 5th ed. John H. Wells and Barbara C. Ready, eds. Peterson's Guide, 1992. 191p. $14.95pa. ISBN 0-56079-138-1

This directory is designed for those who wish to pursue a high school diploma, college degree, or meet certification or vocational requirements through study at home. Some 10,000 courses offered by over 70 institutions in the U.S. and Canada are identified. Most are accredited by the National Continuing Education Association (NUCEA). Courses are listed for elementary through graduate level and non-credit, but there are no descriptions of them.

Handbooks

Q5. Digest of Educational Statistics. National Center for Educational Statistics. U.S. Government Printing Office. Annual $24

Statistics on all levels of U.S. education, preschool through graduate level, gathered from government and private sources, are reported in this annual. The Center also publishes Projections of Educational Statistics to ---- ($9.50), published biennially, which gives projections for the next seven years; and The Condition of Education: Statistical Report ($9.50), issued annually, which provides indicators of student progress and performance along with other data.

Q6. Requirements for Certification of Teachers, Counselors, Librarians, Administrators for Elementary Schools and Secondary Schools, 1992-93. University of Chicago Press, 1935 to date. Annual. $33 ISSN 1047-7071

Certification requirements for each type named in the title are arranged by state. Regular as well as temporary and emergency certification and reciprocal arrangements between states are included.

Note: Most Texas libraries will require Texas School Law Bulletin, available from the Texas Education Agency, William B. Travis Building, 1701 N. Congress, Austin, TX 78701.

Indexes

Q7. ERIC Database. National Institute of Education and Educational Resources Information Center. Available through various vendors, including Dialog and BRS, and on CD-ROM from several companies. Prices vary.

ERIC Database consists of two subfiles: the machine-readable versions of Resources in Education (RIE), an indexing and abstracting journal of fugitive publications (mainly report and other non-copyrighted materials), and Current Index to Journals in Education (CIJE), an index to some 700 periodicals for the field. Both are produced in hard copy by Oryx Press (RIE, $354/yr. and CIJE, $225/yr.).

The ERIC Database, which includes both files, covers 16 broad subject areas--adult, career, and vocational education; counseling and personnel services; handicapped and gifted children; etc. Documents cited by the ERIC Database that are indexed in RIE are available at reasonable cost from the Educational Resources Information Center. The documents also are available on microfiche in some 750 library collections, mainly college and university, throughout the U.S. Users of CIJE must rely on library collections or interlibrary loan for access to articles cited in that service.

For indexing both indexes, ERIC utilizes a controlled vocabulary of search terms (descriptors) provided in Thesaurus of ERIC Descriptors, 12th ed. (Oryx, 1990. $69.50). The online or CD-ROM versions of the ERIC Database is searchable also by keyword, word proximity, and various other search methods.

Note: Education Index (Wilson, 1932 to date. Monthly. Sold on a service basis) indexes some 340 English-language periodicals, yearbooks, and monographic series.

College Guides

Q8. Barron's Profiles of American Colleges. 19th ed. Barron's Education Series, 1992. 1,419p. $89.95 ISBN 0-8120-4862-8

This work includes descriptions of some 1,500 accredited four-year colleges in the U.S., giving basic information on cost, enrollment, programs, campus life, admission requirements, and financial aid. Charts provide easy access and convenience for comparisons of information on these topics and others. The series also provides guidelines for choosing a college.

Q9. Comparative Guide to American Colleges for Students, Parents, and Counselors. James Cass and Max Birnbaum. 15th ed. HarperCollins, 1991. 851p. $40; $20pa. ISBN 0-06-271513-5; 0-06-461013-6pa.

Published biennially since 1964, this highly regarded guide provides comparative and analytical information on 1,500 accredited four-year American colleges. Data for each includes admission requirements; curriculum; academic, social, and cultural atmosphere; student-faculty ratio; religious orientation; and costs and tuition. Indexing is by state, selectivity (which ranks institutions based on difficulty of admission requirements), religion, and institutions conferring largest number of degrees in selected fields.

Q10. Lovejoy's College Guide. 22nd ed. Charles T. Straughn and Barbarasue Lovejoy Straughn. Prentice Hall, 1992. $40; $21pa. ISBN 0-671-84817-8; 0-671-84818-6pa.

A comprehensive directory for some 2,500 U.S. four-year and two-year colleges and universities, accredited and non-accredited, this guide gives admission requirements, application procedures, tuition and other costs, a selectivity rating (difficulty of admission requirements), and other data. A curricular index identifies specific majors offered by colleges and universities.

Q11. Peterson's Guide to Four-Year Colleges, 1993. Peterson's Guides, 1992. 1,750p. Annual. $18.95pa. ISBN 1-56079-157-8

Q12. Peterson's Guide to Two-Year Colleges, 1993. Peterson's Guides, 1992. 825p. Annual. $13.95pa ISBN 1-56079-158-6

Similar to other college guides, the Peterson annuals profile some 1,800 four year and 1,400 two-year accredited colleges, giving enrollment, cost, admission requirements, financial aid, programs, campus life, and more. Indexing, designed to help students select colleges that suit their needs, list schools under several headings: entrance difficulty, costs, majors, and test scores.

Note: Guides to scholarships and other forms of financial support also may be needed, such as The Scholarship Book, 3d ed., by Daniel J. Cassidy & Michael J. Alves (Prentice-Hall, 1990. $29.95; $19.95pa. ISBN 0-13-792052-0; 0-13-792060-1pa.); or Peterson's College Money Handbook 1992: the Complete Guide to Scholarships, Costs, and Financial Aid at U.S. Colleges (Peterson's guides. $35.95; $19.95pa.).

College Guides for People with Disabilities

Q13. Directory of College Facilities and Services for People with Disabilities. Carol H. Thomas and James L. Thomas. Oryx, 1991. 376p. $115 ISBN 0-89774-604-X

This directory focuses on technical and vocational schools, junior and community colleges, and four-year colleges and universities that provide services for the disabled student. The information on some 1,600 institutions includes specialized services and accommodations offered the handicapped student, as well as basic directory information, degrees or certificates offered, and total enrollment and disabled student enrollment.

Q14. Peterson's Guide to Colleges with Programs for Learning-Disabled Students. 2d ed. Charles T. Mangrum and Stephen S. Strichart, eds. Peterson's Guides, 1988. 398p. $19.95pa ISBN 0-87866-689-3

An update of the 1985 edition, this directory provides detailed descriptions of over 900 junior and senior colleges with either some services directed toward the learning disabled or complete programs for them.

Note: The K & W Guide to Colleges for the Learning Disabled, by Marybeth Kravets and Inez F. Wax (HarperCollins, 1992. 351p. $35; $16pa. ISBN 0-06-271560-7; 0-06-461042-Xpa.) is a valuable addition, if needed.

Career Guidance

Q15. Encyclopedia of Careers and Vocational Guidance. 4 vols. 8th ed. William E. Hopke, ed. J.G. Ferguson, 1990. $129/set ISBN 0-89434-117-0

This encyclopedia, which defines and describes over 1,000 occupations, is the most comprehensive guide to careers and vocational guidance available. Volume 1 analyzes 26 major industries, giving structure, positions, career paths, and outlook for each. The remaining three volumes cover professional, general, special, and technical careers, providing detailed information about each and including a prospectus for the future.

Q16. The Encyclopedia of Career Change and Work Issues. Lawrence K. Jones, ed. Oryx, 1992. 408p. $67.50 ISBN 0-89774-610-4

Some 160 signed articles address a broad spectrum of career and work-related issues. Practical suggestions are offered for questions concerning job hunting, interviewing, coping with harassment and discrimination, career change strategies, work hazards, and planning retirement. Each entry also identifies recommended publications for more in-depth information.

Q17. Job Hotline USA: The National Telephone Directory of Employee Joblines. rev. ed. Career Communications, P.O. Box 169, 198 Main St., Harleyville, PA 19438, 1993. 128p. $24.95 ISBN 1-881587-02-9

This directory lists some 1,000 direct lines (800 numbers) for employment possibilities in business, industry, government, education, and health care fields.

Note: Job Hunters Sourcebook, 2d ed., by Michelle LeCompte (Gale, 1992. 1,106p. $57.95 ISBN 0-8103-8201-6) lists sources of help-wanted ads, employer directories, employment agencies, placement services, and other sources of information for the job hunter.

Q18. Job Rated Almanac. rev. ed. Les Kratz, ed. Pharos, 1992. 352p. $24.95; $15.95pa. ISBN 0-88687-679-6; 0-88687-717-2pa.

This work provides current descriptions of 250 jobs and ranks them according to six factors: income, work environment, security, stress, physical demands, and outlook. The descriptions make note of travel opportunities, perks and benefits, and where jobs in the field can be found.

Q19. Occupational Outlook Handbook. U.S. Department of Labor. U.S. Government Printing Office, 1929 to date. Biennial. 1992-93 ed., $23 S/N 029-001-03091-6. Reprint editions from VGM Career Books, $22.95; $18.95pa. ISBN 0-8442-8700-8; 0-8442-8701-6pa.; and from JIST Works, $21.95 ISBN 1-56370-045-X. CD-ROM version, VGM Career Books, $29.95 ISBN 0-8442-9254-0

This handbook provides authoritative information on over 200 occupations. Information includes work description, levels and places of employment, working conditions, education and training required, opportunities for advancement, job outlook, earnings, etc. Arrangement is by broad occupational titles and industries. This handbook is updated by Occupational Outlook Quarterly ($6.50/yr.), which provides current information on employment trends, emerging fields, and new technologies affecting jobs.

Note: Dictionary of Occupational Titles, 4th ed., compiled by U.S. Department of Labor, Employment & Training (VGM, 1993. 1,455p. $40 ISBN 0-8442-4144-X) is the official guide to the job classification system used in the U.S., providing details on 12,741 jobs.

Q20. VGM's Career Encyclopedia. 3d ed. Craig Norbuck, ed. VGM Career Books, 1991. 464p. $39.95 ISBN 0-8442-8692-3

For 180 alphabetically-arranged careers, this work provides a description of the work, workplace, working conditions, education and training required, qualifications, income, advancement, and additional information. Information is accurate in this inexpensive work, but entries are briefer than those contained in Encyclopedia of Careers and Vocational Guidance and Occupational Outlook Handbook (see above).

Q21. Vocational Career Sourcebook. Kathleen Savage and Karen Hill, eds. Gale, 1992. 1,129p. $75 ISBN 0-8103-8405-1

Careers that normally do not require a four-year college degree are treated in this valuable source. Profiles of 135 vocational careers include bank teller, real estate agent, receptionist, logger, mechanic, the trades, and the armed forces. For each, information includes a description, educational requirements, salaries, and an employment outlook to the year 2000.

Note: What Color Is Your Parachute? A Practical Manual for Job Hunters and Career Changers by Richard Bolles (Ten Speed Press, 1992. $18.95; $12.95pa. ISBN 0-88815-440-5) is a useful tool to help people decide on a career.

Resumes

Q22. How to Write a Winning Resume. 3d ed. Deborah P. Block. VGM, 1993. 120p. $6.95pa. ISBN 0-8442-4172-5

This guide offers advice on gathering and organizing resume information, recording personal data, writing cover letters, and other important matters of interest to job seekers. Sample resumes and cover letters showing different styles and approaches also are included.

Q23. Resumes That Get Jobs. 6th ed. Jean Reed. Arco, 1992. 192p. $7pa. ISBN 0-13-755430-3

This standard guide has been revised and updated to include computer-generated resume formats in the latest eye-catching styles. It includes model resumes for more than 100 jobs plus many related positions.

Note: Other recommended guides to resume writing include: The Guide to Basic Resume Writing by the Public Library Association, Job and Career Information Services Committee (VGM, 1991. 96p. $7.95pa. ISBN 0-8442-8123-9); and Resumes That Knock 'Em Dead by Martin J. Yate (Bob Adams, 1988. 216p. $7.950a ISBN 1-55850-955-0). Cover Letters That Knock 'Em Dead by Martin J. Yate (Bob Adams, 1991. 184p. $7.95pa. ISBN 1-55850-050-2) also is recommended.

Suggested Purchase Plan--Education & Career Guidance

Annual

Digest of Educational Statistics. (if needed) Q5

Biennial

* Occupational Outlook Handbook. Q19

Every 2 or 3 Years

Requirements for Certification of Teachers.... Q6

Group 1

Barron's Profiles or American Colleges. Q8 or Lovejoy's College Guide. Q10 or Peterson's Guide to Four-Year Colleges and Peterson's Guide to Two-Year Colleges. Q11 and Q12
* Comparative Guide to American Colleges. Q9
Directory of College Facilities & Services for People with Disabilities. Q13
* Encyclopedia of Careers & Vocatiional Guidance. Q15 or VGM's Career Encyclopedia. Q20 (The former is preferable.)
Job Hotline USA. Q17
Peterson's Guide to Colleges with Programs for Learning Disabled Students. Q14
Resumes That Get Jobs. Q23 and/or How to Write a Winning Resume. Q22

Group 2

Encyclopedia of Career Changes & Work Issues. Q16
Facts on File Dictionary of Education. Q2
The Independent Study Catalog. Q4
Job Rated Almanac. Q18
Vocational Career Sourcebook. Q21

Optional Purchases
(purchase if needed)

American Educator's Encyclopedia. Q1
ERIC Database. Q7
Handbook of Private Schools. Q3

* A first purchase

R. POLITICAL SCIENCE AND LAW

The reference books in this chapter deal with two separate but overlapping areas, political science and law. Since it is difficult to categorize some sources, it is easier to list the two fields together. There also is a close relationship between reference sources in this chapter and those in the "Geography and Area Studies" chapter; many of the reference tools entered under the subheading "Area Studies" treat government and law, plus other aspects of the country's history and culture. Reference sources pertaining to Texas law and government are included in a section of this chapter.

Dictionaries

R1. The American Political Dictionary. 8th ed. Jack C. Plano and Milton Greenberg. Holt, 1989. 700p. $20pa. ISBN 0-03-022932-4

This work focuses on the American political system, federal, state, and local. Definitions for 1,200 terms, agencies, court cases, and statutes are arranged alphabetically within 14 topical chapters--civil rights, education, health, business and labor, etc.

Note: The Dorsey Dictionary of American Government and Politics, by Jay M. Shafritz (Dorsey Press, 1989. 661p. $34.95; $18.95pa. ISBN 0-534-10831-8; 0-534-10828-8pa.) is a similar but more extensive work which identifies some 4,000 terms.

R2. Black's Law Dictionary: Definitions of Terms and Phrases of American and English Jurisprudence, Ancient and Modern, with Guide to Pronunciation. 6th ed. Henry Campbell Black et al, eds. West Publishing Co., 1990. 1,618p. $49.50 ISBN 0-314-77165-4

Black's includes legal words, terms, and maxims in all areas of law. Although this is a standard work, some libraries may not require the depth of coverage which this dictionary provides. (See note below.)

Note: The less expensive and less detailed Law Dictionary by Steven H. Gifis, 3d ed. (Barron's Educational Series, 1991. 638p. $11.95pa. ISBN 0-8120-4628-5) may be a more practical purchase for small libraries than the standard work listed above.

R3. Oxford Companion to Politics of the World. Joel Krieger et al, eds. Oxford University Press, 1993. 1,088p. $45 ISBN 0-19-505934-4

This comprehensive guide to international relations and national domestic policies throughout the world lives up to the usual "Oxford Companion" reputation. It contains essays on the political climate of every country in the world, brief biographies of political leaders, and discussions on concepts, treaties, issues, historical events, forms of government, and organizations. It also includes interpretative essays on such topics as democracy.

Documents

R4. Constitution of the United States of America: Analysis and Interpretation. rev. ed. U.S. Congress. U.S. Government Printing Office, 1987. $70 S/N 052-071-0847-1

Although the U.S. Constitution and its amendments are contained in numerous sources the library holds, including the World Almanac, this work not only includes the Constitution and its amendments, but also provides interpretations and references to Supreme Court decisions for every article, section, and clause. This is a basic source for most public libraries.

R5. The Evolving Constitution: How the Supreme Court Has Ruled on Issues from Abortion to Zoning. Jethro K. Lieberman. Random, 1992. 752p. $28 ISBN 0-679-40530-5

Named by the American Library Association/Reference and Adult Services Division as an "Outstanding Reference Source of 1992," this work explains constitutional controversies on over 1,000 topics. The clear explanations and absence of legal jargon make it an excellent choice for public libraries.

R6. Historical Documents. Congressional Quarterly, 1973 to date. Annual. 1993 ed., $110

These annuals contain documents generated by the year's most crucial domestic and foreign occurrences--political, economic, and social. The 1993 edition offers documents from the Noriega trial, Hurricane Andrew, the Rodney King trial and Los Angeles riots, and AIDS research. An explanatory essay setting the event into historical perspective introduces each complete or excerpted document. Indexing is for the current volume and the previous five years.

R7. Leading Constitutional Decisions. 18th ed. Robert F. Cushman and Susan P. Konick. Prentice-Hall, 1992. 432p. $37.95pa. ISBN 0-13-529439-8

This is a useful collection of documents on the most important Supreme Court decisions on the constitution.

Handbooks

R8. Almanac of American Politics. Michael Barone. National Journal. Biennial. 1994 ed., $59.95; $48.95pa. ISBN 0-89234-057-6; 0-89234-058-4pa.

A tool which is helpful for evaluating the performance of members of Congress and the political climate in each state, this biennial provides voting records and ratings by organized groups (liberal, moderate, and conservative) for each member of Congress. The almanac also includes an overview of election results, a voter profile, census data, and other information for each state and congressional district.

Note: The World Almanac of U.S. Politics, ed by Sherilyn Jee (Pharos Books, 1989. 414p. $29.95; $14.95pa. ISBN 0-88687-432-7; 0-88687-431-9pa.) provides similar information.

R9. The Facts on File World Political Almanac. 2d ed. Chris Cook. Facts on File, 1992. $45 ISBN 0-8160-2603-3

This handbook focuses on international politics from post-World War II to the present and includes political profiles of 58 countries, statistics, sketches of leaders, treaties and alliances, national and international organizations, political terms, and events. A special section, "The Violent World," briefly examines wars from 1968 to 1991.

Biography

R10. American Leaders, 1789-1991. Congressional Quarterly, 1991. 534p. $35.95 ISBN 0-87187-594-2

Brief biographical entries include people from all levels of government--presidents, vice presidents, justices of the Supreme Court, and governors of states. There also are lists of all members of Congress since 1789 and Speakers of the House and Presidents of the Senate.

R11. American Political Leaders from Colonial Times to the Present. James McPherson and Gary Gerstle, eds. ABC-Clio, 1991. 473p. $65 ISBN 0-87436-570-8

This work profiles all major U.S. political leaders from 1789 to the present--elected and appointed officials, as well as candidates for office. Included are presidents, vice presidents, secretaries of state, speakers of the House, chief justices of the Supreme Court, members of Congress, ambassadors, cabinet members, presidential advisers, and many others. Entries vary in length from a few hundred to over a thousand words.

International Relations

R12. Everyone's United Nations. 10th ed. By the Department of Public Information, United Nations; distr. by UNIPUB, 1985. 470p. $14.95; $9.95pa. ISBN 92-1-100273-7; 91-1-100274-5pa.

Each revision of this handbook focuses on a specific span of years, thus serving as a continuation of previous editions. The 10th edition emphasizes the agency's role in world politics and related issues from 1978 to 1985. The structure of the UN and the activities of its intergovernmental agencies also are covered.

Note: Yearbook of the United Nations (United Nations; distr. by UNIPUB. Annual. 1991 ed., $105) covers the agency's important issues and actions for a given year.

Parliamentary Procedure

R13. Riddick's Rules of Procedure: A Modern Guide to Faster and More Efficient Meetings. Floyd M. Riddick and Miriam H. Butcher. Madison Books, 1991. 240p. $14.95pa. ISBN 0-8191-8064-5

This guide to parliamentary procedure is arranged alphabetically, making it much easier to locate a specific rule than in Robert's Rules of Order, which is arranged topically. Riddick's table of contents and index also help the user in finding appropriate headings. This authoritative work was compiled by a former parliamentarian of the U.S. Senate and a former president of the American Institute of Parliamentarians.

R14. Robert's Rules of Order. 11th ed. by Henry M. Roberts III and William J. Evans. HarperCollins, 1991. $18.95 ISBN 0-673-38735-6

The standard guide to parliamentary procedure, this work is basic in all libraries. It features parliamentary practices along with charts, tables, and other useful data. Since it is difficult for the layperson to use, Riddick's (see above) also is recommended.

Note: Other editions of Robert's include The Scott, Foresman Robert's Rules of Order: Newly Revised, Henry M. Robert, revised by Sarah Corbin Robert (Scott, Foresman, 1990. $25; $10.95pa. ISBN 0-673-38735-6; 0-673-38734-8pa.); and Robert's Rules of Order: Modern Edition, rev. by Darwin Patnode (Thomas Nelson, 1989. 155p. $19.95; $9.95pa. ISBN 0-8407-7199-1; 0-8407-7184-3).

United States

General Works

R15. U.S. Government Manual. National Archives and Records Administration, Office of the Federal Register. U.S. Government Printing Office, 1935 to date. Annual. 1992-93 ed. $27 S/N 069-000-00050-9

The official guide to U.S. government structure, this annual lists and describes each of the departments, bureaus, commissions, and other official and quasi-official agencies of the federal system. Descriptions include history, organization, and activities of each agency, and names, titles, addresses, and telephone numbers of key officials. Defunct agencies are listed in the appendix.

Congress

R16. Biographical Directory of the American Congress, 1774-1989. U.S. Congress, Joint Committee on Printing. Kathryn A. Jacob and R.A. Ragsdale, eds. U.S. Government Printing Office, 1989. 2,116p. $82 S/N 052-07-00699-1

Brief biographical entries and tables present information on all members of Congress, beginning with the First Continental Congress and ending in 1989. There also are listings for the cabinet members in each presidential administration and a chronological listing by states of the members of each Congress.

R17. CQ Almanac, 1992. Congressional Quarterly, 1945 to date. Annual. $205. ISBN 0-87187-931-X

This annual provides an extensive survey for each session of Congress--summaries of legislation, roll-call votes, progress on pending legislation, texts of presidential messages, explanations of key bills and amendments, etc. Libraries able to do so should subscribe to CQ Weekly Reports (Write for price information to 1414 22nd St., NW, Washington, D.C. 20037), which offers an ongoing summary of congressional action and developments.

R18. Congress A to Z: A Ready Reference Encyclopedia. 2d ed. Congressional Quarterly, 1993. 650p. $110 ISBN 0-87187-873-9

This work, an excellent choice for public libraries, provides clear explanations of the structure and functions of Congress. Entries include terms, committee profiles, historical data, biographies of noted members, and essays on important topics such as lobbying. The alphabetical arrangement is supported by an extensive index and useful appendix material such as explanations of procedures, historical statistics, historical lists of members classified by sex and ethnic groups. An outstanding source.

Note: Congressional Quarterly's Guide to Congress, 4th ed. (Congressional Quarterly, 1991. 1,188p. $179.95 ISBN 0-87187-584-5) provides more extensive coverage than Congress A to Z.

R19. How Congress Works. 2d ed. Congressional Quarterly, 1991. 157p. $21.95pa. ISBN 0-87187-598-5

An excellent, inexpensive guide to the legislative process, this work provides a clear description of such topics as congressional procedures, the committee system, and the workings of party leadership in Congress.

R20. Official Congressional Directory. U.S. Congress. U.S. Government Printing Office, 1809 to date. Biennial. 1993-94 ed., $16pa.

This biennial offers extensive directory information for the United States Congress; brief biographies of members; numerous listings by tenure, party, state delegation, etc.; membership of congressional committees or boards; lists of administrative or legislative assistants and secretaries, with addresses and telephone numbers; and lists of media representatives. There also is valuable information on the executive and judicial branches of government and U.S. and foreign diplomats.

The Presidency

R21. The Presidency A to Z: A Ready Reference Encyclopedia. Michael Nelson, ed. Congressional Quarterly, 1992. 574p. $100 ISBN 0-87187-667-1

Named by Library Journal as a "Best Reference Source of 92," this work covers the vocabulary, procedures, precedents, and other matters concerning the presidency. Biographies of each president provide background, previous experience, important events in their presidency, daily and family life, and death. Extensive essays treat topics such as constitutional powers, the cabinet, diplomat activities, relationship with Congress, and many other important subjects. An excellent choice.

Note: Congressional Quarterly's Guide to the Presidency, ed. by Michael Nelson (Congressional Quarterly, 1989. 1,521p. $179.95 ISBN 0-87187-500-4) provides far more extensive coverage of all aspects of the presidency.

R22. Facts about the Presidents: A Compilation of Biographical and Historical Information. Joseph N. Kane. Wilson, 1993. 432p. $55 ISBN 0-8242-0845-5

A chapter on each president, Washington through Bill Clinton, gives information about his life, family, career, religious beliefs, administration, First Lady, and Vice-President. A black-and-white portrait accompanies each biography. An added section contains comparative data on such topics as education, military experience, occupation, electoral votes, and presidential vetoes.

Note: The Complete Book of U.S. Presidents, 3d ed., by William A. DeGregorio (Barricade Books, 1991. 740p. $30; $19.95pa. ISBN 0-942637-37-2; 0-942637-38-0pa.), a similar and less expensive work, contains more personal information on each president, but does not include comparative data. Almanac of American Presidents From 1789 to the Present, by Thomas L. Connelly and Michael D. Senecal (Facts on File, 1991. $45 ISBN 0-8160-2219-4) offers a wealth of information on each president.

Supreme Court

R23. The Oxford Companion to the Supreme Court of the United States. Kermit Hall, ed. Oxford University Press, 1992. 1,032p. $49.95 ISBN 0-19-505835-6

This work was named as a "Best Reference Source of 92" by Library Journal. The 1,200 signed articles cover legal principles and procedures, internal operations of the Court, all major court decisions, recurring issues, and, of course, the U.S. Constitution. Biographical sketches treat every Supreme Court Justice, rejected nominees, prominent judges, and presidents who have influenced the Court. This work is likely to become the definitive one-volume survey.

R24. The Supreme Court: A Citizens Guide. Robert J. Wagnar. Pharos, 1992. $12.95 ISBN 0-88687-692-3

A concise guide to the Supreme Court, this work explains how it works and how its decisions affect everyone. It includes a complete history of the court, concise biographies of every justice, and a summary of the 100 most significant decisions.

R25. The Supreme Court A to Z: A Ready Reference Encyclopedia. Congressional Quarterly. 650p. $110 ISBN 0-87187-777-5

Like others in CQ's "A to Z" series, this work provides comprehensive coverage of the history, procedures, people, and major cases of two centuries of the Supreme Court. Core essays provide overviews of broad concepts for such topics as civil rights, the legal system in America, and freedom of religion. Shorter articles explain court procedures and legal terms. There also are biographies of all justices.

Note: Guide to the U.S. Supreme Court, 2d ed., by Elder Witt (Congressional Quarterly, 1989. 1,060p. $179.95 ISBN 0-87187-502-0) is another important work.

Texas

R26. Vernon's Annotated Constitution of the State of Texas . 4 vols. West, 1984. Call 800-328-9352 for price information.

This edition of the Texas constitution contains the full text, along with origin, historical development, contemporary meanings, and comparison to constitutions of other states. The Constitution without annotations is included in each issue of the Texas Almanac.

R27. Guide to Texas State Agencies. 7th ed. Lyndon B. Johnson School of Public Affairs, 1990. 350p. $50 ISBN 0-899-40311-5

More than 240 Texas state agencies, arranged by function, are described in this guide. Information includes a selection of each agency's officers/members, legal authority, organization, purpose, and function.

R28. Guide to the Texas Legislature. 2 vols. Reference Guides, 1993. $250 plus $8 shipping & handling/w binders. (Order from Reference Guides, Inc., 502 W. 13th St., Austin, TX 78701-9651).

Detailed entries on Texas Representatives and Senators give political and biographical data; names, addresses, and phone numbers for administrative and legislative staff members and district aides; capitol, district office, and home telephone numbers for legislators; election results; precincts represented by county; PAC, association, and business contributions; individual contributions $200 and over; and an overview and detailed district map. Periodic updates and replacement pages are sent to purchasers.

Note: Guide to Statewide Elected Officials (Reference Guides, 1993. $150 plus $5 shipping and handling/w binder.) provides the same types of data as the above for other elected statewide officials.

R29. How to Live and Die with Texas Probate. 6th ed. Charles Saunders. Gulf, 1990. 178p. $12.95pa. ISBN 0-88201-922-5

This informative guide discusses estate planning and probate in language a layperson can understand. The latest edition incorporates changes brought about by the Internal Revenue Code of 1986 and the legislation passed by the 1989-90 legislative session.

R30. Texas Law in Layman's Language. 4th ed. Ralph Walton and Charles Turner. Gulf, 1990. 260p. $12.95 ISBN 0-87201-846-6

The authors present Texas laws related to the most common legal questions without jargon, making the legal system understandable to the average person. Changes brought about by the 1989-90 legislative session have been included.

Note: Know Your Rights: Answers to Texans' Everyday Legal Questions. 3d ed., by Richard M. Alderman (Gulf, 1990. 170p. $10.95 ISBN 0-88415-369-3) is also available in Spanish as Conozca Sus Derechos (Gulf, 1992. $10.95 ISBN 0-88415-060-70).

R31. Texas Legislative Handbook, 1993-94. Texas State Directory. 1993-94 ed., $4.95pa. (Order from P.O. Box 12186, Capitol Station, Austin, TX 78711)

This small guide provides information on the membership of the Texas Legislature. It contains a photograph of each legislator, and gives such information as party affiliation, office location and phone, committee assignments, and district represented. The handbook also contains a seating chart of the House and Senate, capitol complex map, key telephone numbers, and other useful data.

R32. Texas Legislative Manual: A Guide to the Legislative Process. Texas State Directory. 1993-94 ed., $8.95 (Order from P.O. Box 12186, Capitol Station, Austin, TX 78711)

The manual describes the organization of the legislature, the role of the participants, and the services available to legislators.

Note: During the legislative season, librarians should use the toll-free number, 1-800-252-9693, to determine the status of a specific bill.

R33. Texas State Directory, 1993. Texas State Directory, 1946 to date. Annual. $26.95pa. (Order from P.O. Box 12186, Capitol Station, Austin, TX 78711)

Elected and appointed officials are listed with addresses, telephone numbers, tenure in office, and brief biographical data. The directory also lists state agencies, boards and commissions, and city and county officials, as well as the Texas congressional delegates, federal judiciary, federal law enforcement officials in Texas, and Democratic and Republican officials and committee persons.

Statutes and Codes

R34. Vernon's Texas Statutes and Codes Annotated. West, 1969 to date. Prices for individual codes vary; phone for price information at 800-328-9352.

In 1963 the Texas Legislature established a continuing permanent statutory revision program and directed the Texas Legislative Council to carry out "formal revision on a topical or code basis to clarify, simplify, and make generally more accessible, understandable and usable the statutory law of Texas." Seventeen codes have been published which include the Alcoholic Beverage Code, Education Code, Election Code,

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Family Code, Penal Code, and Property Code. West's Texas Statutes and Codes, the unannotated codes, covering the same titles, are available in paperback form and in a bound set (5 vols. West) with biennial supplements.

R35. Texas Administrative Code. Comp. by the Texas Register Office. Hart Information Service (P.O. Box 9802, #588, Austin 78766), 1986. 22 binders $895/set. Quarterly update service $530/yr. Individual titles $40-$200/ea. Quarterly update service, $40-$130/yr.

The Administrative Code is a compilation of all Texas state agency rules and regulations in effect, annotated, cross referenced, and fully indexed.

Note: Texas Register (Secretary of State, 1976 to date. Biweekly. $80/yr.) includes all new rules and regulations, proposed changes, Attorney General opinions, and meeting notices.

R36. West's Texas Law Finder: The New Topical Reference Guide for Coordinated Research. West, 1993. Call 800-328-9352 for price information.

Texas Law Finder provides comprehensive references to Vernon's Texas Statutes and Codes Annotated, Vernon's Texas Rules Annotated, Texas Practice Series, West's Texas Forms, Texas Digests, United States Code Annotated, Corpus Juris Secundum, Federal Publications, Key Number Publications, Texts and Treaties.

Suggested Purchase Plan--Political Science & Law

U.S. & World

Annual

CQ Almanac. R17
* U.S. Government Manual. R15

Biennial

Almanac of American Politics. R8
* Official Congressional Directory. R20

Group 1

Black's Law Dictionary. R2 or Law Dictionary. N. following R2
Biographical Directory of the American Congress. R16
* Congress A to Z. R18
* Constitution of the U.S. of A.: Analysis & Interpretation. R4
Facts About the Presidents. R22
Leading Constitutional Decisions. R7
* Oxford Companion to the Supreme Court. R23
* Oxford Companion to Politics of the World. R3
* The Presidency A to Z. R21
Riddick's Rules of Procedure R13 and/or Robert's Rules of Order. R14

Group 2

American Leaders 1789-1991. R10
American Political Handbook. R1
American Political Leaders. R11
Everyone's United Nations. R12
Evolving Constitution. R5
Facts on File World Political Almanac. R9
How Congress Works. R19
The Supreme Court. R24
The Supreme Court A to Z. R25

Optional Purchases
(purchase if needed)

Historical Documents. R6

Texas

Annual

Texas State Directory. R33

Biennial

Texas Legislative Handbook. R31
Texas Legislative Manual. R32

Group 1

- Constitution of the U.S. of A. R4
- * Guide to the Texas Legislature. R28
- * How to Live & Die with Texas Probate. R29
- * Texas Law in Layman's Language. R30
- * Vernon's Annotated Constitution of the State of Texas. R26

Optional Purchases

(purchase if needed)

- Texas Administrative Code. R35
- Vernon's Texas Statutes & Codes Annotated. R34
- West's Texas Law Finder. R36

*a first choice

S. BUSINESS AND ECONOMICS

In order to meet the needs of the business community, students, and the general public, libraries need a current and varied collection of business reference works. About half of the sources listed below are general; the other half address a specific area of business--accounting, real estate, etc. Specialized sources which focus on one area are more likely to meet advanced level needs.

General

S1. Business Information Desk Reference: Where to Find Answers to Business Questions. Melvyn N. Freed and Virgil P. Diodato. Macmillan, 1991. 513p. $85; $20pa. ISBN 0-02-910651-6; 0-02-89741-8

This outstanding work directs users to appropriate business sources in a question-and-answer format. Sections deal with obtaining information from the patron concerning the need, linking the need to a business source, and the sources themselves, which include descriptions of online databases, CD-ROMs, and government agency information sources.

Indexes

S2. ABI/INFORM Ondisc. UMI, 1988 to date. Monthly. $4,950/yr. Also available online.

This index to business periodicals, which began as an online service in the 1970s, is now available on CD-ROM. Articles published in some 800 business and management journals over the last five years are indexed and abstracted on each monthly disc. CD-ROMs covering earlier years also are available. There is no printed version of this service.

S3. Business Periodical Index. Wilson, 1958 to date. Monthly except Aug., with quarterly and annual cumulations. Sold on a service basis. Also available on WILSONDISC, 1982 to date, updated and cumulated monthly, $1,495/yr.; and on WILSONTAPE, WILSONLINE, and WILSEARCH. (See explanations of these services below.)

S4. Wilson Business Abstracts. Wilson, 1992 to date. Indexing coverage from July 1982; abstracting coverage beginning June 1990. Updated and cumulated monthly. Available on WILSONDISC, from July 1982 to date, updated and cumulated monthly, $2,495/yr.; WILSONTAPE, monthly tapes for use on the same hardware and software used for the PAC or other locally-loaded databases, $2,495/yr.; WILSONLINE, online retrieval system, connect-time charges; and WILSEARCH, with menu-driven online access for patrons, unlimited search time. (See entry B22 for information in these formats.) Also available online via BRS. Free 90-day trial subscription available from Wilson.

Business Periodical Index provides indexing for 345 leading business magazines. Beginning in April 1993, Business Periodical Index and Wilson Business Abstracts index and abstract articles daily from The Wall Street Journal, as well as relevant articles from the Business Section of the New York Times. Titles are enhanced for articles with ambiguous titles. Articles are indexed under specific business headings, including names of corporations and executives.

Wilson Business Abstracts, WILSONDISC, and the other electronic versions also provided 50- to 150-word abstracts for all articles included in the 345 business magazines indexed. Search capabilities include subjects, keywords, company names, and Standard Industrial Classification (SIC) codes. WILSONDISC subscriptions include use of the online Wilson Business Abstracts database, which is updated weekly.

Dictionaries and Handbooks

S5. Business One-Irwin Business and Investment Almanac, 1993. Business One-Irwin, 1982 to date. Annual. $75 ISBN 1-55623-723-5

Formerly Dow Jones-Irwin Business and Investment Almanac, this compendium contains an annual business review, forecasts for the coming year, and economic indicators and statistics on all areas of business. The annuals also include information on federal legislation and regulatory agency changes, taxes, and other important matters. A first choice for most libraries.

S6. Dictionary of Business and Economics. rev. & exp. ed. Christian Ammer and Dean S. Ammer. Free Press, 1986. 517p. $22.95 ISBN 0-02-901480-8

More than 3,000 entries provide extensive coverage for terminology, important economists, and schools of economic thought, supported by charts, tables, and diagrams. The clearly written entries are directed toward laypersons and specialists.

S7. Dictionary of Business and Finance. rev. ed. John V. Terry. University of Arkansas Press, 1990. 450p. $22.95; $12.95pa. ISBN 1-1-55728-169-6; 1-55728-170-Xpa.

This work provides concise definitions of terms in all areas of business and finance. Although it is similar to The Random House Handbook of Business Terms (see below), there is little overlap. Useful appendices include abbreviations, analyses of different types of investments and sources of investment information.

S8. Dictionary of Business and Management. 3d ed. Jerry M. Rosenberg. Wiley, 1992. 648p. $39.95; $14.94pa. ISBN 0-471-57812-6; 0-471-54536-8pa.

Current meanings of over 8,000 terms for a wide variety of business fields make this volume a first choice for libraries with a limited business collection. Among the fields included are accounting, finance, securities, economics, shipping, and warehousing. Differences in application by fields is clearly indicated.

S9. Encyclopedia of Economics. Douglas Greenwald, ed. McGraw-Hill, 1982. 1,056p. $87.50 ISBN 0-07-024367-0

Some 300 articles, written and signed by more than 170 experts, treat concepts, institutions, events, historical periods, technological developments, and other topics related to economics. This important work is a first choice on the subject.

S10. The Random House Handbook of Business Terms. Jay N. Nisberg. Random, 1988. $14.95 ISBN 0-394-53047-0

Some 3,500 terms related to all areas of business are briefly defined in nontechnical language. This work, coupled with Dictionary of Business and Finance (see above) should meet most library needs in general business.

Directories

S11. Directory of Texas Manufacturers. 2 vols. University of Texas at Austin, Bureau of Business Research, 1934 to date. Annual. 1993 ed., $125/set. Includes monthly newsletter supplement: Texas Industrial Expansion.(Order from P.O. Box 7459, Austin, TX 78713-7459)

This annual identifies and provides essential data for some 17,000 Texas manufacturers. Volume 1 is arranged by city, with name, address, name and address of parent company, organizational structure, products and distribution, number of employees, and other data for each company. Volume 2 is arranged by product with names of manufacturers.

Note: Some libraries may require Directory of Texas Wholesalers, 1992, rev. ed. (University of Texas at Austin, Bureau of Business Research, 1992. $70). Order from same address as above.

S12. Fortune's Directory of the 500 Largest U.S. Industrial Corporations. Time, Inc., 1930 to date. Annual in May issue of Fortune. Fortune's Directory of the Second 500 U.S. Industrial Corporations. Time, Inc., 1930 to date. Annual in June issue of Fortune. See June issue also for information on ordering both lists in a paperback format. The lists include banks, retailers, insurance companies, and numerous other types of corporations.

Note: Million Dollar Directory. 5 vols. (Dun Marketing Service, 1959 to date. Annual. $1,225/set ISSN 0834-2861) lists all American businesses having a net worth of $750,000 or more and an annual sales volume of at least $25 million, 160,000 corporations in all. Available also on CD-ROM.

S13. Hoover's Handbook of American Business, 1993. Gary Hoover et al eds. Reference Press; distr. by Publishers Group West, 1992. 673p. $34.95pa. ISBN 1-878753-05-3

This directory contains single page entries for over 500 American enterprises (public, private, government, and nonprofit), giving the nature of the business, a brief history, financial worth, officers, address, telephone and fax numbers, products, and chief competitors. The work also explains how to understand financial information and discusses such topics as the largest advertisers and the most powerful brands. Hoover's Handbook, an award-winning reference source, is a bargain and a first choice for libraries requiring this type of data.

Note: Hoover's Handbook of World Business (Reference Press; distr. by Publishers Group West, 1991. 333p. $21.95pa. ISBN 1-87875-05-9), a companion volume, examines 165 multinational corporations headquartered outside the United States.

S14. Standard and Poor's Register of Corporations, Directors, and Executives. 3 vols. McGraw-Hill, 1928 to date. Annual. $575/yr. ISSN 0361-3623. Available online through Dialog and on CD-ROM from Standard & Poor Corp.

The first volume lists some 50,000 leading public and private U.S. corporations with sales over $1 million per year. Entries give addresses and telephone numbers; names, titles, and functions of the company's officers and other principals; names of the company's accounting firm, law firm, and primary bank; the stock exchange on which the stock is traded; and a description of its products and services. Volume 2 is a roster of directors and executives, giving brief biographical information and addresses. Volume 3 indexes the companies by Standard Industrial Code numbers, geographical locations, and subsidiaries and divisions.

S15. Thomas Register of American Manufacturers and Thomas Register Catalog File. 26vols. Thomas Pub. Co., 1905 to date. Annual. $240/set ISSN 0082-4216. Available online from Dialog and on CD-ROM.

This directory is the best source for determining the manufacturer of a product, for tracing a brand name, or for identifying the products of a manufacturer. The set is divided into three parts: "Products and Services" (vols. 1-14), arranged alphabetically by product, listing over 145,000 manufacturers by state and then by city; "Company Profiles" (vols. 15-16) lists manufacturers alphabetically by name and provides addresses, telephone numbers, branch offices, capital ratings and names of officials, followed by a trademark index to products and services; and "Catalog Titles" (vols. 17-23) contains reprints of each manufacturer's catalog and a cross index to the product section.

Secretary's Handbooks

Although designed as compact collections of data for secretarial use, these reference sources also have a general usefulness. Since they contain information on such matters as letter writing, punctuation, grammar, and troublesome questions of style, reference librarians often use them as quick reference sources on such questions.

S16. Webster's New World Secretarial Handbook. 4th ed. By In Plain English, Inc. Prentice-Hall, 1989. 560p. $15.95; $9.95pa. ISBN 0-13-949256-9; 0-13-949249-6pa.

Nine chapters cover such topics as correspondence, accounting and finance, legal principles, and special functions such as organizing a conference. Ready-reference information includes tables of domestic and foreign travel information, and a 22,000-word spelling and syllabication list.

S17. Webster's Secretarial Handbook. 2d ed. Merriam Webster, 1983. 550p. $12.95 ISBN 0-87779-136-8

This standard work includes basic information on all aspects of writing--punctuation, grammar, style, capitalization, etc.--as well as information pertaining to office management and other aspects of the secretarial role.

Note: Another standard work of this type is Complete Secretary's Handbook by Lillian Doris and Besse May Miller. 5th ed. rev. by Mary A. DeVries (Prentice-Hall, 1983. 596p. $24.95 ISBN 0-13-16310-0).

Accounting

S18. Kohler's Dictionary for Accountants. Eric Louis Kohler. 6th ed. by W.W. Cooper and Yuji Ijiri. Prentice-Hall, 1983. 592p. $69.40 ISBN 0-13-516658-6

The dictionary defines some 4,500 terms, concepts, and abbreviations, which range in length from a few lines to several pages. The clearly written material is enhanced by numerous illustrations and tables. This work is useful to both the professional and the layperson.

Banking and Finance

S19. Encyclopedia of Banking and Finance. 9th ed. Glen G. Munn et al. St. James Press, 1991. 1,097p. $115; $49.95pa. ISBN 1-55862-141-5

Almost 4,200 entries give definitions, examples, statistical data, citations to laws and regulations, and brief references to additional sources. Tables and other illustrations are numerous. This standard work has been updated to explain the many problems facing our financial institutions today.

Note: Dictionary of Banking Terms, by Thomas P. Fitch et al. (Barron's Educational Series, 1990. 698p. $9.95pa. ISBN 0-8120-3946-7) is a very good, inexpensive guide which explains some 3,000 banking, finance, investment, and money management terms in language easily understood by the layperson.

Insurance

S20. Best's Flitcraft Compend. Best, 1914 to date. Annual. 1992 ed., $40 ISSN 0733-9631

This annual provides sample rates and settlement options on over 400 insurance companies and information on policies, rates, values, and dividends of major U.S. life insurance companies and selected fraternal organizations.

S21. Best's Insurance Reports. Property-Casualty & Life-Health Edition. Best, 1906 to date. Annual. $530/yr. ISSN 0148-3064

S22. Best's Insurance Rating Guide: Property-Casualty. Best, 1906 to date. Annual. 1992 ed., $85 ISSN 0148-3064

Best's Insurance Reports provides comprehensive statistical reports on the financial positions and histories of U.S. insurance companies, fraternal benefit societies, and assessment associations. The Best's Insurance Rating Guide provides key ratings, financial conditions, and general standings for all companies operating in the United States and Canada.

S23. Dictionary of Insurance. 7th ed. Lewis E. Davids. Bowman & Littlefield; distr. by National Book Network, 1990. 504p. $17.95pa. ISBN 0-8226-3000-1

Concise, easily understood definitions of terminology, acronyms, and abbreviations cover all areas of insurance. The work also gives addresses of insurance-related organizations and state commissions.

S24. Life Insurance Fact Book. American Council of Life Insurance, 1945 to date. Annual. Free ISSN 0075-9406

Tables, charts, and interpretative text provide statistics, ownership, payment assets, etc. for all U.S. legal reserve life insurance companies.

S25. Social Security Handbook. Social Security Administration. U.S. Government Printing Office. 1960 to date. Irregular. $13 S/N 017-070-00437-7

Regulations for federal retirement, survivors, disability, supplementary security income, and health insurance programs are included, along with instructions for obtaining benefits.

Investments and Personal Finance

Some libraries require extensive and detailed current data of interest to the investor. Many services are available, but the two most commonly found in libraries are Moody's Manuals, published by Moody's Investors Service, and Standard & Poor's Stock Reports, published by Standard & Poor's Corp. Each publishes compilations of current data in annual volumes, which are updated by semiweekly or monthly sheets for insertion into loose-leaf binders. Both services are expensive, costing several thousand dollars for the complete package. The following article, although somewhat dated, will help librarians to choose between the services or select that part of the package most likely to meet their patron's needs: "Through the Bull to the Bear Facts: A Comparison of the Library's Packages of Moody's and Standard & Poor's" by Thomas D. Rohmiller, Reference Services Review, Jan./Mar 1981 pp. 27-32. Sales representatives also can help librarians reach a decision on which volumes would be most useful.

S26. Dun & Bradstreet's Guide to Your Investments. Nancy Dunnan. HarperCollins. 1974 to date. Annual. 1992 ed., $30 ISSN 0098-2466

This annual explains the principles of investing and gives good advice on decision making and setting up a portfolio. Special features include a sample portfolio, a glossary of terms, abbreviations used in stock reporting, and a bibliography.

S27. Dictionary of Banking and Financial Services. 2d ed. Jerry M. Rosenberg. Wiley. 1985. 690p. $60 ISBN 0-471-83086-7

This dictionary of some 15,000 terms focuses on banking and finance, foreign trade, savings and loan companies, and securities industries. Special features include state banking laws, and statistics on commercial banks, savings and loan companies, and other financial institutions.

Note: Dictionary of Finance and Investment Terms. 3d ed., by John Downes and Jordan E. Goodman (Barron's Educational Series, 1991. 500p. $9.95pa. ISBN 0-8120-46731-5) is an inexpensive work containing clear, concise, and easy to understand definitions of terms.

S28. Dictionary of Personal Finance. Joel S. Siegel, ed. Macmillan. 1992. 391p. $70 ISBN 0-02-89393-3

Virtually every financial term is defined in this dictionary. Concise, alphabetically-arranged entries are supported by charts and forms, tables of interest, a directory of consumer protection sources, and other useful information.

S29. The Mutual Fund Encyclopedia, 1993-94. Gerald W. Perritt. Dearborn Financial Publishing. 1993. 556p. $35pa. ISBN 0-7831-0617-6

The introduction explains the operation of mutual funds, gains, loses, taxation, and risk factors, and discusses selecting funds. The main body is organized by types of mutual funds, subdivided alphabetically by fund name, giving contact information, investment objectives and strategies, portfolio description, minimum investment amount, charges and five-year averages.

S30. Standard & Poor's Stocks and Bonds, 1993. Standard & Poor: McGraw Hill. 1993. Annual. 486p. $17.95pa. ISBN 0-07-052094-1

For the first time, Standard & Poor has made available an inexpensive annual that offers the same kind of information found in its periodicals. It includes accurate and reliable facts and figures for the year and performance data, analyses, and forecasts for more than 12,000 common and preferred stocks, mutual funds, annuities, and domestic and foreign bonds.

S31. The Ultimate Credit Handbook. Ferri Detweiler. Plume: NAL, 1993. 288p. $10pa. ISBN 0-452-26946-6

The author, director of Bankcard Holders of America, provides valuable insights into the legal aspects of credit cards and explains how credit bureaus work. He also gives requirements for most kinds of consumer credit from gold cards to finance companies, along with the pros and cons of using them. For those with financial problems, he discusses Consumer Credit Counseling Service and Debtors Anonymous.

S32. Value Line Investment Survey. Arnold Bernhard, 1936 to date. Loose-leaf weekly additions. $525/yr. ISSN 0042-2401

Libraries requiring a stock advisory service should consider Value Line, which continually analyzes and reports on some 1,700 stocks. The service is divided into three parts: "Selection and Opinion," which contains a wealth of investment background; "Summary and Index," showing the updated ratings of the stocks for future relative performance and safety; and "Ratings and Reports," where each of the stocks is the subject of a comprehensive rating and report at least once every three months.

Management and Sales

S33. Editor and Publisher Market Guide. Editor and Publisher, 1924 to date. Annual. $70/yr. ISSN 0362-1200

Each annual provides data on the advertising markets for some 1,500 daily newspapers--population, climate, industries, department stories, banks, colleges and universities, etc. Arrangement is by state and then location. Although the annual is intended for use in sales, the information also is helpful to those seeking information about a specific location.

Note: Some libraries will require the extensive Rand McNally Commercial Atlas and Marketing Guide (Rand McNally, 1993 ed., $295), published annually. Its six sections include U.S. and Canadian metropolitan area and state maps, and transportation, communications, economic, and population data.

S34. Lesly's Handbook of Public Relations and Communication. 4th ed. Philip Lesly. AMACOM, 1991. 850p. $79.95; $39.95pa. ISBN 0-8144-0108-2; 1-55738-133-Xpa.

This work covers all aspects of public relations--how it is used, practices, preparing and analyzing a program, trends, etc. Chapters are written by subject specialists. The appendix includes a bibliography, glossary of terms, code of ethics for the field, and list of associations.

Real Estate

S35. The Language of Real Estate. 3d ed. John W. Reilly. Dearborn Financial Services, 1988. 600p. $28.95pa. ISBN 0-88462-673-3

Some 2,000 real estate terms are defined in this excellent source, which also includes examples of common documents used in real estate transactions

S36. McGraw-Hill Real Estate Handbook. Robert Irwin, ed. McGraw-Hill, 1984. 624p. $63.50 ISBN 0-07-032056-X

The 36 chapters, each by a subject specialist, cover finance, investments, taxes, appraisals, marketing, and other aspects of real estate. The handbook will answer the most frequently asked questions concerning financing, taxation, appraisal, and other real estate topics.

Small Businesses

S37. Complying with the ADA: A Small Business Guide to Hiring and Employing the Disabled. Jeffrey G. Allen. Wiley, 1993. 227p. $34.95; $17.95pa. ISBN 0-471-59049-5; 0-471-59051-7pa.

Jeffrey Allen, lawyer, professional negotiator, and a nationally syndicated columnist, provides practical advice on complying with the American Disabilities Act, on hiring and employing the disabled and on construction requirements.

S38. Franchise Opportunities Handbook. U.S. Department of Commerce. U.S. Government Printing Office. Annual. $16 S/N 003-009-00596-5 Also available from Sterling, 1992. $12.95pa. ISBN 0-8169-8619-0

Many commercially produced guides to franchises are merely reprints of parts or all of this important source. The annual cites 1,500 franchise opportunities, arranged under 46 subject headings, giving address, description of the business, length of time the company has been in operation, estimated capital needed, whether financing and training are provided, and other pertinent data.

S39. Small Business Sourcebook. 2 vols. 5th ed. Gale, 1992. 2,000p. $210/set ISBN 0-8103-8076-5. Supplement, 1992. 225p. $95pa. ISBN 0-8103-1441-2

This sourcebook provides resources that help small business owners to compete and grow. The main volume includes small business profiles for 224 different types of retail, services, and manufacturing operations. Each profile provides key listings for sources of assistance, training, expertise, supplies, trade shows, and more. The supplement adds 30 profiles with an emphasis on new and nontraditional businesses.

Taxes

S40. H & R Block Income Tax Workbook. Macmillan, 1967 to date. Annual. $9.95pa. ISSN 0196-1896

S41. J.K. Lasser's Your Income Tax. Prentice Hall, 1938 to date. Annual. 1994 ed., $14 ISBN 0-671-86943-4

These guides to home preparation of tax returns contain detailed instructions, information on decisions, court rules, and laws that changed the current tax year. Examples and sample forms enhance their usefulness.

Note: Consumer Reports Books Guide to Income Tax Preparation, 1992, by Warren Esanu et al (Consumer Reports Books, 1991. 688p. $13.95pa. ISBN 0-89043-460-3) offers complete step-by-step instructions for preparing tax returns and includes work sheets, sample forms, record-keeping devices, and money and time-saving tips.

Suggested Purchase Plan--Business & Economics

Annual

Best's Flitcraft Compend. S20
Best's Insurance Rating Guide. S22
* Business One-Irwin Business & Investment Almanac. S5
Dun & Bradstreet's Guide to Your Investments. S26
Editor & Publisher Market Guide. S33
Fortune's Directory of the 500 Largest U.S. Industrial Corporations. S12 and Fortune's Directory of the Second 500 Largest U.S. Industrial Corporations. S12
Franchise Opportunities Handbook. S38
* Hoover's Handbook of American Business. S13
J.K. Lasser's Your Income Tax. S41 and/or H & R Block Income Tax Workbook. S40
Life Insurance Fact Book. (free) S24
Standard & Poor's Stocks & Bonds. S30
* Value Line Investment Survey. S32

Group 1

Business Information Desk Reference. S1
Dictionary of Business & Finance. S7
Dictionary of Business & Management. S8
Dictionary of Personal Finance. S28
Random House Handbook of Business Terms. S10
Small Business Sourcebook. S39
Social Security Handbook. S13
Webster's New World Secretarial Handbook. S16 or Webster's Secretarial Handbook. S17

Group 2

Dictionary of Banking & Financial Services. S27
Dictionary of Insurance. S23
Kohler's Dictionary for Accountants. S18
Language of Real Estate. S35
Mutual Fund Encyclopedia. S29
The Ultimate Credit Handbook. S31

Group 3

Complying with the ADA. S37
Dictionary of Business & Economics. S6
Encyclopedia of Banking & Finance. S19
Encyclopedia of Economics. S9
Lesly's Public Relations Handbook. S34
McGraw-Hill Real Estate Handbook. S36

Optional Purchases
(purchase if needed)

ABI/INFORM Ondisc. S2
Best's Insurance Reports. S21
Business Periodical Index. S3

Directory of Texas Manufacturers. S11
Standard & Poor's Register of Corporations, Directors, & Executives. S14
Thomas Register of American Manufacturers.... S15
Wilson Business Abstracts. S4

T. SCIENCE

Science has received increasing emphasis in the school curriculum over the past three decades. Popular interest in the sciences also has grown. Since the library's reference collection must support both curricular and popular interests, as well as some professional needs, reference works are required in a number of scientific fields. Following a section on general sources, this chapter lists reference books under traditional divisions.

General Science

Encyclopedias and Dictionaries

T1. Academic Press Dictionary of Science & Technology. Christopher Morris, ed. Academic Press, 1992. 2,432p. $115 ISBN 0-12-200400-0

This outstanding new work covers 124 scientific and technological fields, from acoustical engineering to zoology. There is a "Window" essay for each field, written by an authority, which provides some historical background and the current status, emphasis, and applications for the area. The 125,000 alphabetically-arranged entries include terms (concisely defined and identified with a specific field), acronyms and abbreviations, and brief biographical sketches for notables in the field. Pronunciations are given for difficult terms. There are 24 page of illustrations in full color.

T2. McGraw-Hill CD-ROM Science and Technological Reference Set. Release 2.0 Sybil P. Parker, ed. McGraw-Hill, 1992. $495 ISBN 0-07-046712-7

The CD-ROM, which serves to update the 1.0 version (1987), includes the contents of the McGraw-Hill Concise Encyclopedia of Science & Technology, 2d ed. (see below), and the 100,000 terms identified in McGraw-Hill Dictionary of Science and Technology, 4th ed. (see below). The system permits the user to search by key word or phrase, browse, read, print, or copy entries to other files. The dictionary can be accessed at any time to define words found in the text. The 1,700 illustrations can be printed or copied to other files.

T3. McGraw-Hill Concise Encyclopedia of Science & Technology. 2d ed. Sybil P. Parker, ed. McGraw-Hill, 1989. 2,222p. $110 ISBN 0-07-045512-0

This massive one-volume abridgment is based on the 6th edition (1987) of McGraw-Hill Encyclopedia of Science & Technology. It contains 7,000 entries covering most areas of the physical and biological sciences, engineering and technology. The rewritten articles preserve the essence of the originals, but explanatory notes have been cut and definitions condensed. Purchase of this work is not warranted at this time, since an updated version based on the 7th edition of McGraw-Hill Encyclopedia of Science & Technology should be soon forthcoming. When the 3rd edition is available, it should be considered.

T4. McGraw-Hill Dictionary of Science & Technology. 4th ed. Sybil P. Parker. McGraw-Hill, 1989. $95 ISBN 0-07-045270-9

There are 117,599 definitions for 100,000 terms, covering the broad spectrum of science, engineering, and technology. Definitions, which include an identification of the field in which the term is used and pronunciation, are supported by at least one illustration on each page--drawings, diagrams, black-and-white plates, etc.

T5. McGraw-Hill Encyclopedia of Science & Technology. 20 vols. 7th ed. Sybil P. Parker, ed in chief. McGraw-Hill, 1992. 13,450p. $2,639 set ISBN 0-07-909206-3

World renowned for three decades, this set provides the most comprehensive coverage of science, engineering, and technology available in any reference tool. The latest edition reflects many scientific and technical changes since the 6th ed (1987), covering such areas as bioelectronics, compact disk, fiber optic imaging, and laser cooling. Articles are signed by well-known scientists, many of whom are Nobel prize winners. The 7,500 alphabetically-arranged articles are written in pyramid style, beginning with a definition and expanding from basic to detailed information. Articles are supported by 13,000 illustrations and a 160,000 entry analytic index and a topical index.

I6. SIRS Information System. Science Series. 5 vols. Social Issues Resources Series, Inc. $350/initial cost; $350/annual update.

This SIRS series, like the Social/Critical Issues Series and Global Perspectives Series covered in the "Social Sciences" chapter, is available in two formats: the paper edition, presented in loose leaf binders, and the CD-ROM version, available along with the other SIRS series ($1,250/yr.). (See entry M6 for further information.)

The Science Series addresses major issues and developments in the natural sciences, divided into 5 areas: earth, life, physical, medical, and applied. Articles from some 800 foreign and domestic magazines, newspapers, government publications, and journals are reproduced in their entirety in the main volumes; 70 articles are added annually on each of the 5 topics. Each volume is indexed; a comprehensive index covers the series. The series is useful to both students and the general public.

I7. Van Nostrand's Scientific Encyclopedia. 2 vols. 7th ed. Van Nostrand Reinhold, 1989. 3,180p. $195/set ISBN 0-442-21750-1

Van Nostrand's received significant updating when it was revised in 1989, especially in genetics, telecommunications, astronomy, computers, robotics, and high energy physics. Each entry begins with a concise summary which then is expanded into a detailed essay. The work provides greater depth of coverage than McGraw-Hill Concise Encyclopedia of Science & Technology (see above), but is far less extensive than McGraw-Hill Encyclopedia of Science & Technology (see above). The 8th edition of Scientific Encyclopedia is scheduled for publication in hardback and on CD-ROM in late 1994.

Handbooks

I8. Science and Technology Desk Reference: 1,500 Answers to Frequently Asked and Difficult-to-Answer Questions. Carnegie Library of Pittsburg, Science & Technology Dept. Gale, 1992. 575p. $39.95 ISBN 0-8103-8884-7

The Science & Technology Department, Carnegie Library of Pittsburg has assembled 1,500 reference queries in a question and answer format, designed to serve as a ready reference file for other reference librarians. Questions are in chapters arranged by subject: animals, chemistry, computers, earth, health, etc., supported by an index. Since the work provides answers, it is especially useful for small libraries holding small reference collections. An update is planned for every three years.

Indexes

I9. General Science Index. Wilson, 1978 to date. Monthly, except June and Dec., with quarterly and annual cumulations. Sold on a service basis. Available also on CD-ROM, WILSONDISC, May 1984 to date, updated and cumulated monthly, $1,295/yr.; and on WILSONTAPE, WILSONLINE, and WILSEARCH. See entry B22 for information on these formats.

Designed specifically for students and laypersons, this index is a basic tool in most general libraries. It indexes 139 general science periodicals by subject only. Beginning in June 1993, General Science Index includes indexing for the Science Section of the New York Times. The use of plain English subject headings enables users who are unfamiliar with scientific terminology to find information easily.

I10. Science Fair Project Index, 1985-87. Scarecrow, 1992. 563p. $14.95 ISBN 0-8108-2532-7

Earlier editions of this index were published by Scarecrow for 1960-1972 (1975), 1973-1980 (1983), and 1981-84 (1986). The latest edition indexes science projects and experiments contained in 90 books published in 1985-87, arranged alphabetically by subject. Projects are designed for students in grades 5 through 12.

Astronomy

T11. Astronomy from A to Z: A Dictionary of Celestial Objects. Charles A. Schweighauser. Illinois Issue K80A, Sangamon State University, Springfield, IL 62794-9243, 1991. $14.95pa. ISBN 0-9620873-6-1

The 106 entries treat personal names, terms and phrases, and names of constellations and planets. Excellent black-and-white drawings and photographs accompany many articles. This alphabetically-arranged dictionary resulted from a series of weekly newspaper articles.

T12. The Cambridge Atlas of Astronomy. 2d ed. Jean Audouze and Guy Israel, eds. Cambridge University Press, 1988. 431p. $100 ISBN 0-521-36360-8
This beautiful volume, illustrated with 350 color and 450 black-and-white photographs and 350 color diagrams, is divided into five major sections: the sun, the solar system, the stars and the galaxies, the extragalactic domain, and the scientific perspective. Because of more recent explorations and data collections, this work is somewhat dated, but it is still useful.

T13. The Extraterrestrial Encyclopedia. rev. and updated. Joseph A. Angelo, Jr. Facts on File, 1992. 272p. $40 ISBN 0-8160-2276-3

The focus of this work is on space exploration and man's search for life in the universe. The alphabetically-arranged entries define and explain terms and concepts related to the field. The work also include such events as the Challenger disaster, the flyby of Uranus and Neptune by Voyager, and the Magellan probe to Venus, and presents theories on the Big Bang and UFOs.

T14. International Encyclopedia of Astronomy. Patrick Moore, ed. Orion, 1987. 464p. $40 ISBN 0-517-50179-4

This important work, though somewhat dated by more recent discoveries, offers 2,500 entries contributed by over 100 recognized astronomers. Articles vary from major multipage essays on substantial topics, to short articles, to brief identifications. Topics include theories, events, observatories, terminology, celestial bodies, and noted astronomers.

T15. Peterson First Guide to the Solar System. Jay M. Pasachoff. Houghton, 1990. 128p. $4.95pa. ISBN 0-395-52451-2

An abridgment of the author's Field Guide to the Stars and Planets, 2d ed. (1983), this is an excellent guide for the beginning sky watcher. Beautiful illustrations and clear, concise text cover the Sun, planets, comets, asteroids, and meteors.

Note: Other recommended field guides for sky watchers include: Star & Planet Spotting by Peter L. Brown (Sterling, 1990. 148p. $8.95pa. ISBN 0-8069-7268-8); and, a more advanced work, Universal Guide to Stars and Planets, by Ian Ridpath (Universal, 1984. 384p. $19.50; 410.95pa. ISBN 0-87663-366-1; 0-87663-859-0pa.)

Biology

T16. Cambridge Illustrated Dictionary of Natural History. R.J. Lincoln and G.A. Boxshall. Cambridge University Press, 1987, 1990. 420p. $17.95pa. ISBN 0-521-39941-6

Laypersons seeking to identify terms in the natural sciences will find this a helpful source. Some 700 line drawings illustrate the text.

T17. The Facts on File Dictionary of Biology. rev. Elizabeth Tootill, ed. Facts on File, 1988. 326p. $24.95; $12.95pa. ISBN 0-8160-1865-0; 0-8160-2368-9pa.

The most important and most commonly used terms in the life sciences, some 3,000 in number, are concisely defined in this work, an update and expansion of the 1981 edition. Forty line drawings illustrate basic elements such as DNA, cells, plant and animal structure.

T18. HarperCollins Dictionary of Biology. W.G. Hale & J.P. Margham. HarperCollins, 1991. $25; $12.95pa. ISBN 0-06-271503-8; 0-06-461015-2pa.

This dictionary is similar to The Facts on File Dictionary of Biology (see above), but contains many more illustrations. Although British in origin, the work has been adapted for American audiences.

T19. Henderson's Dictionary of Biological Terms. 10th ed. Eleanor Lawrence. Wiley, 1989. 637p. $54 ISBN 0-470-21446-5

This basic tool provides coverage for some 22,500 terms used in anatomy, biology, botany, cryogenics, cytology, DNA research, genetics, nuclear physics, physiology, space medicine, and zoology.

Botany

Note: For Gardening, see "Home Life and Social Customs" chapter.

T20. Facts on File Dictionary of Botany. Elizabeth Tootill and Stephen Blackmore. Facts on File, 1988. $24.95 ISBN 0-87196-861-4

Definitions of terms for the major fields of pure and applied plant science comprise this dictionary. Some 3,000 clearly written entries, supported by a few line drawings and charts, cover botany, horticulture, and microbiology.

T21. Field Guide to Texas Trees. Benny J. Simpson. Gulf, 1972. 371p. $18.95 ISBN 0-87719-113-1

A field guide to virtually every type of native tree growing in Texas, this work gives their natural history, species, common name, and vegetational area.

Note: A series published by the University of Texas Press contains regional guides to Texas trees by Robert A. Vines: Trees of Central Texas ($13.95pa. ISBN 0-292-78058-3), Trees of East Texas ($14.95pa. ISBN 0-292-78017-6), and Trees of North Texas ($12.95pa. ISBN 0-292-78019-2)

T22. The Insecticide, Herbicide, Fungicide Quick Guide. B.G. Page and W.T. Thomson. Thomson Publications, 1971 to date. Annual. 1992 ed., $16.50 ISBN 0-685-57005-3 (P.O. Box 9335, Fresno, CA 93791)

Updated annually since it appeared in 1971, this guide is arranged by the three types of agents. Within each section, crops are listed in alphabetical order, giving the most effective insecticide, herbicide, or fungicide for each. Information is taken from U.S. government sources and the manufacturer's label.

T23. Mushrooms of North America. Roger Phillips. Little Brown, 1991. 319p. $39.95; $24.95pa. ISBN 0-316-70612-4; 0-316-70613-2pa.

The introduction gives general information on poisonous and edible species and provides a key to common mushroom groups. The main body provides extensive coverage of mushrooms and other fungi, giving information on taste, spores, flesh, color, habitat, and edibility. Over 1,000 full color photographs depict each mushrooms, often in various stages of development. The author, who has extensive knowledge of the subject, consulted an academic expert on each major genus.

Note: Common Poisonous Plants and Mushrooms of North America by Nancy J. Turner and Adam F. Szczawinski (Timber Press, 1991. $55 ISBN 0-88192-179-3) identifies poisonous plants found in homes, gardens, and the wild.

T24. North American Trees: Exclusive of Mexico and Tropical Florida. 4th ed. Richard J. Preston, Jr. Iowa State University Press, 1989. 407p. $41.95; $20.95pa. ISBN 0-8138-1171-6; 0-8138-1172-4pa.

Descriptions and botanical keys to the identification of all North American trees comprise this work. Line drawings of leaves, twigs, fruit, flowers, and bark illustrate each tree, and distribution maps indicate range for each species.

Note: Trees, Shrubs and Woody Vine of the Southwest by Robert A. Vines (University of Texas Press, 1960. 1,116p. $62.50 ISBN 0-292-73414-X) is the standard work on trees found in Texas and adjacent states.

T25. Texas Wildflowers: A Field Guide. Campbell Loughmiller and Lynn Loughmiller. University of Texas Press,1985. 271p. $24.95; $12.95pa. ISBN 0-292-78059-1; 0-292-78060-5pa.

This excellent work provides concise descriptions for more than 300 Texas wildflowers, complemented by 381 beautiful full-color photographs. Not only the most prevalent species are covered, but also rare and unusual plants are described and illustrated. In addition to herbaceous plants, many species of cacti and a wide variety of flowering trees, shrubs, and vines are included.

Note: Most libraries may also need Cacti of Texas and Neighboring States: A Field Guide by Del Weniger (University of Texas Press, 1984. 366p $22.95pa. ISBN 0-292-71063-1pa.).

Chemistry

T26. A Concise Dictionary of Chemistry. new ed. Oxford University Press, 1990. 336p. $9.95pa. ISBN 0-19-286110-7

The updated version of this dictionary offers terms for all areas of chemistry and many used in biochemistry, some 3,000 in all. Some entries contain long explanatory notes. Special material includes tables of International System of Units (SI) measurements, fundamental constants, and periodic tables.

T27. The Facts on File Dictionary of Chemistry. rev. ed. John Daintith, ed. Facts on File, 1988. 256p. $24.95; $21.95pa. ISBN 0-8160-1866-9; 0-8160-2367-0

Nontechnical language is used to define some 2,500 chemical terms in this dictionary, designed for high school students and college undergraduates. The appendix contains tables of chemical elements, physical constants, and periodic tables.

Note: Hawley's Condensed Chemical Dictionary. 12th ed., ed. by Irving Sax and Richard J. Lewis, Sr. (Van Nostrand Reinhold, 1993. 1,312p. $69.95 ISBN 0-442-01131-8), a standard of many years, is designed for the student with some chemical background and professionals.

T28. Handbook of Chemistry & Physics: A Ready-Reference Book of Chemical and Physical Data. Annual. 4th ed. CRC Press, 1993. $99.50 ISBN 0-8493-0474-1

Since it begin in 1913, this annual has been a standard. It provides basic tables for chemistry, physics, and mathematics, including inorganic and organic compounds, conversion factors, data on planets, Hofmann ellipse transfer data, and more. Most tables do not require annual updating, but many new ones are added each year and older ones receive periodical revision.

Note: Some libraries may also require Lange's Handbook of Chemistry, 13th ed. (McGraw-Hill, 1985. $82.50 ISBN 0-07-016192-5), another standard work.

T29. Rapid Guide to Hazardous Chemicals in the Workplace. 2d ed. Richard J. Lewis, Sr., ed. Van Nostrand Reinhold, 1990. $34.95pa. ISBN 0-442-23804-5

Some 700 materials having dangerous properties that are regulated by government agencies are treated in this work. Entries give identifying information, standards, recommendations set by various government agencies, toxic and hazard reviews, and physical properties.

Note: Hazardous Chemicals Desk Reference. 3d ed. Richard J. Lewis, Sr. (Van Nostrand Reinhold, 1993. 1,579p. $99.95 ISBN 0-442-01408-2) contains the same types of information as the work above, but is far more extensive, covering over 5,500 materials.

T30. Toxics A to Z: A Guide to Everyday Pollution Hazards. John Harte et al. University of California Press, 1991. 479p. $29.95; $20pa ISBN 0-520-07224-3; 0-520-07223-5pa.

Part 1 provides a survey of the various types of toxics to which we are exposed, the medical problems resulting, and possible regulatory requirements. Part 2, arranged alphabetically, addresses specific toxics in great detail, explaining hazards and protective measures.

Earth Sciences

T31. The Earth's Natural Forces. Kenneth J. Gregory, ed. Oxford University Press, 1990. 256p. $45 ISBN 0-19-520860-9

A profusely illustrated volume in The Illustrated Encyclopedia of World Geography Series, this work describes the earth's geographical forces, climate, and natural phenomena, such as hurricanes. The maps and photographs, all in color, depict topographical features and the aftermath of natural forces.

T32. Field Guide to Geology. David Lambert and The Diagram Group. Facts on File, 1988. 256p. $24.95; $14.95pa. ISBN 0-8160-1697-6; 0-8160-2032-9pa.

Like other reference works compiled by The Diagram Group, this field guide is an excellent work, presenting an introduction to geology for the amateur. Some 500 color illustrations--diagrams, charts, and maps--enhance this works usefulness.

Climate and Weather

T33. Weather Almanac. 6th ed. Frank E. Blair, ed. Gale, 1992. $120. ISBN 0-8103-2843-7

This volume focuses on climate, weather, and air quality in the United States and its major cities. Storms, extreme weather, and related geophysical phenomena are given extensive treatment. Explanations, safety rules, and statistics are given for tornadoes, lightening, heat waves, and other severe weather occurrences.

Note: Weather Handbook, rev. ed., ed. by McKinley Conway and Linda Liston (Conway Data, 1990. 548p. $39.95 ISBN 0-910436-29-0), a less expensive work, provides weather information for the U.S. and selected cities.

Fossils & Prehistoric Life

T34. Fossils for Amateurs: A Guide to Collecting and Preparing Invertebrate Fossils. 2d ed. Russell P. MacFall and Jay C. Wollin. Van Norstand Reinhold, 1983. 384p. $19.95pa. ISBN 0-442-26350-3

The guide treats all aspects of fossils from planning a fossil hunt to displaying and selling the findings. Invertebrate fossils and a few plant fossils receive extensive treatment--how to find them, descriptions, nomenclature, and classification.

T35. The Macmillan Illustrated Encyclopedia of Dinosaurs and Prehistoric Animals: A Visual Who's Who In Prehistoric Life. Dougal Dixon et al, eds. Macmillan, 1988. 312p. $39.95 ISBN 0-02-580191-0

There is a separate chapter for each prehistoric species--fishes, amphibians, reptiles, birds, etc. Information varies for the animals in each group, but usually includes the time the creature lived, locality, size, physical appearance, diet, how it differed from other animals in its family, and how it compares to animals living today.

T36. New Illustrated Dinosaur Dictionary. Helen Roney Sattler. Lathrop, Lee & Shepard, 1990. 352p. $14.95 ISBN 0-688-08462-1

Alphabetically-arranged entries describe the individual dinosaur's physical appearance, family, eating habits, and fossil material found, supported by line drawings that illustrate distinguishing features. Tables classify dinosaurs, and multipage pictorial charts show relationships among them.

T37. Predatory Dinosaurs of the World. Gregory S. Paul. Simon & Schuster, 1989. 464p. $14.95 ISBN 0-671-68733-6

This work identifies and discusses 70 genera and 102 species of dinosaurs from the small dinosaurlet to the Tyrannosaurus Rex. Information about each includes size, weight, age, place of occurrence, and other information, supported by black-and-white drawings.

Mineralogy and Gemstones

T38. The Illustrated Guide to Rocks and Minerals. Michael O'Donoghue. Smithmark, 1992. 192p. $24.95 ISBN 0-8317-6389-2

This work is not comprehensive, but it will meet basic needs in most libraries. The main portion treats 96 minerals in one-page entries, illustrated with beautiful, full-color photographs of specimens, giving chemical composition, hardness, and specific gravity. Other sections cover igneous, metamorphic, and sedimentary rocks and lists major mineral deposits and rock and mineral museums.

Note: More extensive works include Encyclopedia of Minerals, 2d ed., by Willard Lincoln Roberts et al (Van Norstrand Reinhold, 1989. 979p. $109.95 ISBN 0-442-2761-8); and Encyclopedia of Gemstones and Minerals by Martin Holden (Facts on File, 1992. $45 ISBN 0-8160-2177-5). Rocks, Minerals, and Fossils of the World by Chris Pellant (Little Brown, 1990. 175p. $29.95 ISBN 0-316-69797-4), a useful manual for the rock hound or fossil hunter.

Oceanography

T39. The Times Atlas and Encyclopedia of the Sea. Alistair Couper, ed. HarperCollins, 1989. 272p. $65 ISBN 0-06-016287-2

A revision of the award-winning Atlas of the Oceans (1983), this work is divided into four sections--the ocean environment, resources of the ocean, ocean trade, and world oceans--each consisting of essays treating specific topics. The atlas includes 142 full-color photographs and 320 multicolor charts, graphs, diagrams, and drawings. Libraries holding the original work may not wish to replace it, since revision is minimal.

Mathematics

T40. Dictionary of Mathematics Terms. Douglas Downing. Barron's Educational Series, 1987. 241p. $9.95pa. ISBN 0-8120-2641-1

Areas covered by this useful and inexpensive dictionary include algebra, geometry, analytic geometry, trigonometry, probability, statistics, logic, computer math, and calculus. The 600 terms, formulas, and theorems are supported by tables of logarithms, trigonometric functions, and other helpful material.

T41. Facts on File Dictionary of Mathematics. rev. ed. Carol Gibson, ed. Facts on File, 1988. 235p. $24.95; $12.95pa. ISBN 0-8160-1867-7; 0-8160-2365-4pa.

This basic work, a very good quick-reference tool, explains the most important and commonly used mathematical terms in clear, concise, nontechnical language.

T42. Handbook of Mathematical Tables. 5th ed. Richard S. Burington, ed. McGraw-Hill, 1972. 480p. $38.68 ISBN 0-07-009015-7

Part 1 contains summaries of the most important formulas and theorems of algebra, trigonometry, analytical geometry, calculus, and vector analysis. Part 2 contains tables of logarithms and trigonometric functions.

T43. Prentice-Hall Encyclopedia of Mathematics. Ellen Griesbach and Jerry Taylor, eds. Prentice-Hall, 1982. 633p. $39.50 ISBN 0-13-696-13-8

Students from high school level up will find these articles on mathematical concepts,statistics, measurement, and other related topics useful.

Note: Mathematics Dictionary, 5th ed., by Robert James (Van Nostrand, 1992. 509p. $42.50; $29.95pa. ISBN 0-442-24091-0; 0-442-01241-1pa.) is a long time standard.

Physics

T44. Encyclopedia of Physics. 3d ed. Robert Becancon, ed. Van Nostrand Reinhold, 1985. 1,278p. $51.95pa. ISBN 0-442-00522-9

This outstanding work is designed for readers on three levels. Articles on the main divisions of physics are intended for eaders with little background on the subject; those on the subdivisions of physics are aimed at readers with some background in the field; those on very specific topics are geared to advanced readers who have a sound physics background.

T45. Facts on File Dictionary of Physics. rev. ed. John Daintith, ed. Facts on File, 1988. 235p. $24.95; $12.95 ISBN 0-8160-1868-5; 0-8160-2366-2

Some 12,000 entries define the most commonly used terms in physics, supported by illustrations for the more complex concepts.

Zoology

Aquatic Life

T46. Encyclopedia of Aquatic Life. Keith Banister and Andrew Campbell, eds. Facts on File, 1985. 349p. $45 ISBN 0-8160-1257-1

This encyclopedia surveys sea animal life including fish, aquatic invertebrates, and sea mammals, explaining their habitats, physical characteristics, diets, and social organizations. The latest research is evident in the text and advances in underwater photography in the 300 full-color photographs. There also are some 100 beautifully executed drawings.

Note: Tropical fish are included under "Pets" in the chapter on "Home Life and Social Customs."

Birds

T47. The Birder's Handbook: A Field Guuide to the Natural History of North American Birds: Including All Species that Regularly Breed North of Mexico. Paul R. Ehrlich et al. Simon & Schuster, 1988. 785p. $16.95pa. ISBN 0-671-65989-8

Basic information on 646 species of North American birds comprises this excellent work. The left-hand page features photographs of individual species, arranged by their common names. The right-hand page contains an essay concerning its physical description and song, and detailed information on its behavior. The 60-page bibliography is often referred to in the authoritative essays. This treasury of information is highly recommended.

T48. The Cambridge Encyclopedia of Ornithology. Michael Brooks and Tim Birkhead, eds. Cambridge University Press, 1991. 320p. $49.50 ISBN 0-521-36205-9

BEST COPY AVAILABLE

Compiled by a team of world famous experts, this outstanding work contains chapters describing bird evolution, anatomy, flight, behavior, distribution, migration and navigation, population, breeding and mating, ecology, and conservation. The work also includes beautiful photographs and information in diagrams, charts, and maps.

T49. The Encyclopedia of Birds. Chris Perrins and Alex L.A. Middleton, eds. Facts on File, 1985. 480p. $45 ISBN 0-8160-1150-8

This award-winning encyclopedia, one of the best reference books available on the subject, covers 180 families of birds from throughout the world. For each bird family, information includes distribution patterns, habitat, size, color, calls, nesting behavior, and other data. There also are articles on life cycles, mating rituals, social organization, and other topics, and over 400 beautiful photographs of birds in flight.

T50. Field Guide to the Birds of Texas and Adjacent States. Roger Tory Peterson. Houghton, 1963. 304p. $21.95; $19.45pa. ISBN 0-395-08087-8; 0-395-26252-6pa.

This field guide, by one of America's most famous ornithologists, covers 542 species of birds found in Texas. Arranged by specie, there are detailed descriptions and numerous illustrations, including 13 pages of silhouettes and 60 plates, 36 of which are in color.

Insects

T51. The Butterflies of North America: A Natural History and Field Guide. James A. Scott. Stanford University Press, 1986. 583p. $65; $24.94pa. ISBN 0-8047-1205-0; 0-8047-2-13-4pa.

Almost 700 species of butterflies from Canada to northern Mexico, Bermuda, and Hawaii are included. The introductory material discusses genetics, ecology, food, and other general facts. In the main body of the work, species descriptions are arranged in phylogenetic sequence, giving detailed information for each, range maps, and 64 color plates.

T52. The Encyclopedia of Insects. Christopher O'Toole, ed. Facts on File, 1986. 160p. $24.95 ISBN 0-8160-1358-6

The introduction discusses the family of arthopods, their evolution and classification, common physical features, life cycles and reproduction, and other characteristics. Articles follow which treat groups of insects, their natural history, behavior, and body structure, supported by 160 color illustrations.

Mammals

T53. Encyclopedia of Mammals. David MacDonald. Facts on File, 1984. 960p. $65 ISBN 0-87196-871-1

This beautiful work contains some 700 articles by 180 experts. The arrangement is in 8 categories; e.g., carnivores, sea mammals, etc. Articles, which vary in length from 2 to 16 pages, cover physical characteristics, habitat, range, and related animals. The 2,250 color plates and 72 color illustrations are an outstanding feature.

T54. Multimedia Encyclopedia of Mammalian Biology. CD-ROM. McGraw-Hill, 1992. $995

This sophisticated new CD-ROM product incorporates the text, graphic images, and sound and video (in the form of animation and simplified motion). It includes the full text of the authoritative, 5 vol. Gryzimek's Encyclopedia of Mammals (see note below), plus 3,500 color photographs and drawings, and other illustrations. For any technical term, users can ask for definitions from McGraw-Hill's Synopsis and Classification of Living Organisms and McGraw-Hill Dictionary of Scientific and Technical Terms (see above), also contained on the disc. On screen help makes initial use of the program easy, but more sophisticated access requires use of the manual.

Note: The most extensive work available on mammals is the beautifully illustrated Grzimek's Encyclopedia of Mammals, 2d ed., 5 vols., ed. by Wolf Keienburg (McGraw-Hill, 1990. $500/set ISBN 0-07-909508-9).

Reptiles and Amphibians

T55. A Guide to Amphibians and Reptiles. Thomas F. Tyning. Little, Brown, 1990. 400p. $19.95; $11.95pa. ISBN 0-316-81719-8; 0-685-32932-1pa.

The natural history of 32 species of U.S. amphibians and reptiles comprise this work. Part 1 treats frogs and salamanders, and part 2 covers snakes, alligators, turtles, and lizards. For each species there are descriptions and information on breeding, eggs, the young, behavior, and feeding, plus range maps for each.

T56. Venomous Reptiles of North America. Carl H. Ernest. Smithsonian, 1992. 294p. $39.95 ISBN 1-65096-114-8

Named an "Outstanding Reference Source of 92" by the American Library Association/Reference and Adult Services Division, this comprehensive book on North American venomous reptiles includes 20 snakes and 1 lizard. For each, there is a detailed portrait, giving fossil record, karotype, distribution, habitat, behavior, reproduction, food, venom and bite, predators, defense, and population. There are 55 color plates and 61 black-and-white photographs an drawings.

Note: Field Guide to Texas Snakes by Alan Tennant (Texas Monthly Press, 1984. 260p. $19.95; $12.95pa. ISBN 0-932012-97-3; 0-87719-012-7pa.) is an excellent work which provides detailed information on Texas snakes.

Suggested Purchase Plan--Science

Annual

General Science Index. T9

Group 1

Academic Press Dictionary of Science & Technology. T1 or McGraw-Hill Dictionary of Science & Technology. T4
Encyclopedia of Birds. T49
Field Guide to Birds of Texas & Adjacent States. T50
Field Guide to Texas Trees. T21
McGraw-Hill Encyclopedia of Science & Technology. T5 or McGraw-Hill Concise Encyclopedia of Science & Technology. T3 (when the 3d ed. is available)
Science & Technology Desk Reference. T8
Texas Wildflowers. T25
Toxics A to Z. T30
Van Nostrand's Scientific Encyclopedia. T7 (It is advisable to wait for the new edition in 1994.)

Group 2

Birder's Handbook. T47
Cambridge Atlas of Astronomy. T12
Encyclopedia of Mammals. T53
Encyclopedia of Physics. T44
Facts on File Dictionary of Botany. T20
Facts on File Dictionary of Chemistry. T27
Facts on File Dictionary of Mathematics. T41
Insecticides, Herbicides, Fungicides Quick Guide. T22
Macmillan Illustrated Encyclopedia of Dinosaurs & Prehistoric Animals. T35
Rapid Guide to Hazardous Chemicals in the Workplace. T29
Venemous Animals of North America. T56

Group 3

Astronomy from A to Z. T11
Cambridge Encyclopedia of Ornithology. T48
Dictionary of Mathematical Terms. T40
Extraterrestrial Encyclopedia. T13
Facts on File Dictionary of Biology. T17 or HarperCollins Dictionary of Biology. T18
Field Guide to Geology. T32
Fossils for Amateurs. T34
North American Trees. T24
Peterson First Guide to the Solar System. T15
Science Fair Project Index. T10
Times Atlas & Encyclopedia of the Sea. T39

Group 4

Cambridge Illustrated Dictionary of Natural History. T16
Concise Dictionary of Chemistry. T26
The Earth's Natural Forces. T31
Encyclopedia of Aquatic Life. T46
Handbook of Chemistry & Physics. T28
Handbook of Mathematical Tables. T42
Henderson's Dictionary of Biological Terms. T19

Illustrated Guide to Rocks & Minerals. T38
International Encyclopedia of Astronomy. T14
New Illustrated Dinosaur Dictionary. T36

Group 5

Butterflies of North America. T51
Encyclopedia of Insects. T52
Facts on File Dictionary of Physics. T45
Guide to Amphibians & Reptiles. T55
Mushrooms of North America. T23
Predatory Dinosaurs of the World. T37
Prentice-Hall Encyclopedia of Mathematics. T43
Weather Almanac. T33

Optional Purchases
(purchase if needed)

McGraw-Hill CD-ROM Science & Technology Reference Set. T2
Multimedia Encyclopedia of Mammalian Biology. T54
SIRS Information System. Science Series. T6

U. APPLIED SCIENCES

Some of the sections of this chapter concern very popular subjects. The selection of computer equipment and software, for example, is of interest to both the library and the library patron. Librarians and library users are learning about computers and need books which define terms and provide basic factual data about the field. Books on mechanics, especially the maintenance and repair of automobiles, also are popular. Circulating copies of books on car repair are necessary purchases; duplicate copies in the reference collection assure availability of the information at all times.

During recent years, consumers have become more responsible for learning about their own health problems and care, making it necessary for the library to acquire reference materials on prescription and non-prescription drugs and guides which explain diagnostic procedures, treatments, and other matters pertaining to medicine. Other topics included in this chapter are aeronautics and space, electronics, energy, engineering, building construction, and ships.

General Works

U1. Milestones in Science & Technology: the Ready Reference Guide to Discoveries, Inventions, and Facts. 2d ed. Ellis Mount and Barbara A. List. Oryx, 1993. 208p. $34.50 ISBN 0-89774-671-6

From the discovery of abrasive about 25,000 B.C. to the prototype of the magnetic-levitated train in 1992, this work provides facts, history, names, and dates related to 1,250 major accomplishments in science and technology. Indexing is by year, name of discoverer oor inventor, part of the worl where the event took place or nationality of the inventor, and by broad subject category.

U2. Oxford Illustrated Encyclopedia of Invention and Technology. Vol. 6. Monty Finniston. Oxford University Press, 1992. 391p. $49.95 ISBN 0-19-869138-6

The sixth in a projected eight-volume series on human knowledge and achievement, this work traces engineering advancements and technological developments from earliest times to the present. Entries, ranging from a few sentences to over 1,000 words, are supported by illustrations and explanatory diagrams.

U3. The Way Things Work. David Macaulay. Houghton, 1988. 384p. $29.95 ISBN 0-395-42857-2

This delightful work helps adults as well as children understand how things work. All fields are explored in text and drawings from "levers to lasers, cars to computers." The arrangement of mechanical, electrical, and automated devices is by broad principles.

Note: The Complete Illustrated Guide to Everything Sold in Hardware Stores, by Steve Ettlinger (Macmillan/Collier, 1993. 432p. $15pa. ISBN 0-02-043005-1), arranged topically into 77 chapters covering tools, materials, and supplies, is for everyone who ever walked into a hardware store and asked for a "whatchamacallit or a thingamajig."

Agriculture

U4. United States Department of Agriculture Yearbook. U.S. Government Printing Office, 1936 to date. Annual

Formerly Yearbook of Agriculture, each of these well-known annuals deals with a different subject related to the field. Topics discussed include research in agriculture, insects and weeds, human nutrition and food, and new technologies. These yearbooks often can be obtained free from the local congressman.

Aviation and Space

U5. The Aviation/Space Dictionary. 7th ed. Larry Reithmaier. TAB Books, 1989. 448p. $32.95 ISBN 0-8306-8092-6

A standard work, last updated in 1980, this dictionary covers all areas of aviation, air traffic control, meteorology, and space flight. Some 7,000 concise entries cover terms, acronyms, and industry jargon. Special features include well-chosen photographs and diagrams, summaries of inventions, and essays on new developments in aircraft and aerodynamic concepts.

U6. The Illustrated Encyclopedia of General Aviation. 2d ed. Paul Garrison. TAB Books, 1990. 496p. $34.95 ISBN 0-8306-8316-X

This encyclopedia defines aviation terms and phrases, acronyms, and abbreviations, and identifies individual planes, and manufacturers. It also provides directory information for national and international organizations, and several special features--identification codes for countries of origin, Morse Code, conversion tables--and more than 400 charts, tables, and black-and-white photographs.

U7. The Illustrated Encyclopedia of Space Technology. 2d ed. Kenneth Gatland. Crown, 1990. 306p. $29.95 ISBN 0-517-57427-6

The heavily illustrated text contains 17 chapters which treat areas such as space pioneers, communication satellites, lunar exploration, and manner space flights. Information covers the period from the earliest rocketry to the late 1980s.

Building Construction

Note: All building, electrical, plumbing, or other codes adopted by the town or city should be available in the public library.

U8. Dictionary of Building. Randall McMullan. Nichols/GP Publishing, 1991. 262p. $59.50 ISBN 0-87683-601-5

This dictionary defines 5,470 terms and makes extensive use of drawings and tables. Although compiled in Britain, it includes and cross-references both American and British terms.

Note: Other sources which might be useful include Concise Encyclopedia of Building & Construction Materials, ed. by Fred Moavenzadeh (MIT Press, 1990. 682p. $175 ISBN 0-262-13248-6) and National Electrical Code Handbook: Based on the 1990 Edition of the National Electric Code, 5th ed., edited by Mark W. Easley (National Fire Protection Association, 1989. $65 ISBN 0-317-63034-2).

Computers

U9. Dictionary of Computing. 3d ed. Oxford University Press, 1990. 510p. $39.95; $10.95pa. ISBN 0-19-853825-1; 0-19-386131-4pa.

This excellent work, which has become a standard, defines 4,500 terms concerning computers, electronics, mathematics, and logic. The work is useful to the novice as well as those with a good computer background.

U10. Encyclopedia of Electronics. 2d ed. Neal J. Sclater, eds. TAB Books, 1990. 960p. $69.50 ISBN 0-8306-3389-8

Over 3,000 articles, written in plain English and ranging from a paragraph to over a page, define electronic terms, supported by line drawings. Only computer terms that are important to a wide range of electronics are included.

U11. Personal Computer Buying Guide: Foolproof Advice on How to Buy Computer Software and Hardware. Olen R. Pears and the editors of Consumer Reports Books. Consumer Reports Books, 1990. 224p. $19.95pa. ISBN 0-89043-336-4

This work, which focuses on determining computer needs and finding equipment to meet them, provides assistance for the first time computer buyer as well as the experienced user who wishes to upgrade a system.

U12. Webster's New World Dictionary of Computer Terms. 4th ed. Prentice-Hall, 1993. 432p. $8.95pa. ISBN 0-671-84651-5

Useful both to the beginner and the experienced personal computer user, this work identifies 4,500 terms, acronyms, and hardware and describes popular software, arranged alphabetically.

Note: Macmillan Encyclopedia of Computers, 2d ed., 2 vols., by Gary B. Bitter (Macmillan, 1992. $150/set ISBN 0-02-897045-4), an important work, newly revised, was named an "Outstanding Reference Source of 91" by American Library Association/Reference and Adult Services Division. It treats the role of computers in society in some 200 long articles. Other recommended dictionaries of computer terms include: HarperCollins Dictionary of Computer Terms by Ian R. Sinclair (HarperCollins, 1991. $25 ISBN 0-06-271505-4), which offers clear, well written definitions and many appropriate illustrations; and Que's Computer User's Dictionary by Bryan Pfaffenberger (Que, 1990. 448p. $9.95pa. ISbN 0-88022-540-8), an excellent inexpensive guide.

Environment

U13. Complete Book of Home Environmental Hazards. Roberta Altman. Facts on File, 1990. 290p. $24.95; $12.95pa. ISBN 0-8160-2095-7; 0-8160-2419-7pa.

The three sections of this work--"Environmental Hazards Inside the Home," "Environmental Hazards Outside the Home," and "Buying an Environmentally Sound Home"--provide information on radon, asbestos, lead, water, formaldehyde, nuclear power and weapons plants, and hazardous waste sites. The work also treats regulations, testing, and solutions to problems. Each chapter includes references to government agencies and consumer groups to contact for further information.

U14. Consumer Dictionary of Household, Yard, and Office Chemicals. Ruth Winter. Crown, 1992. $12pa. ISBN 0-512-58722-X

The objective of this work is to clarify long strings of ingredients printed on container labels. Entries explain the use and effects of each substance and point out those which must be used with care. A directory section lists associations, poison control centers, and Environmental Protection Regional Offices.

Note: See also several reference books on pollution hazards listed under "Chemistry" in the "Science" chapter.

U15. The Facts on File Dictionary of Environmental Science. Harold Stevenson and Bruce Wyman. Facts on File, 1991. 294p. $24.95 ISBN 0-8160-2317-4

Named an "Outstanding Reference Source of 92" by the American Library Association/Reference and Adult Services Division, this convenient dictionary defines over 3,000 words, phrases, acronmys and jargon related to the environment. The clear and easy-to-understand entries also include organizations and legislation.

U16. Information Please Environmental Almanac. Comp. by the World Resources Institute. Houghton, 1992. $21.95; $9.95pa. 0-315-59625-4; 0-315-59626-2pa.

This excellent new work, named by the American Library Association/Reference and Adult Services Division as an "Outstanding Reference Source of 92," contains a very useful collection of environmental facts and data. Special features include surveys of major issues--water, waste, air, wetlands, etc.--and conditions in 146 counties, each of the U.S. states and Canadian provinces, and 64 major cities.

Note: The Green Encyclopedia, by Irene Franck and David Brownstone (Prentice-Hall, 1992. 512p. $35; $20pa. ISBN 0-13-365685-3; 0-13-365677-2pa.) provides a comprehensive view of environmental issues.

Mechanics

U17. The Bicycle Repair Book: Maintaining and Repairing the Modern Bicycle. rev. ed. Bicycle Books, 1990. 140p. $8.95pa. ISBN 0-933201-11-7

Well-written explanations of all aspects of repair from flat tires to complex overhaul are covered in this work.

U18. Chilton's Auto Repair Manual, 1989-1993. Chilton Books. Annual. $26.95 ISBN 0-8019-7909-9

Each new edition of this well-known auto repair manual covers all models of the last five years currently available in the United States and Canada. Nearly 3,000 diagrams and photographs and thousands of tables and specifications supplement the complete coverage of virtually every major operating system of the car.

U19. Chilton's Import Car Repair Manual, 1988-1992. Chilton Books. Annual. $26.95 ISBN 0-8019-7907-2

All automobiles imported into the United States are included in these annuals, which cover the current model year and previous five years. Volumes are similar to the work above.

Note: Repair manuals for other spans of years back to 1940-1953 also are available. Chilton also publishes manuals for motorcycle, truck, van, diesel engine, and small engines. Some manuals also are available in Spanish.

U20. The Complete Car Cost Guide, 1993. IntelliChoice, 1987 to date. Annual. $45pa. ISBN 0-941443-15-9

This guide includes information most buyers do not consider when purchasing a new car, such as the costs of insurance, financing, and running cost (fuel, repairs, etc.). Each annual provides the total cost of owning any specific model of automobile, van, or small truck new that year. Other sections treat leasing vs buying, buying new vs used, and the merits of extended warranties.

Medicine, Health, and Family

Medical Guides

U21. AIDS. Stephen A. Flanders and Carl N. Flanders. Facts on File, 1991. 256p. $22.95 ISBN 0-8160-1910-X

A basic collection of information on AIDS, this work offers an essay on the history of the disease, a chronology of developments over the last 10 years, and a glossary of important terms and acronyms.

U22. AIDS Information Sourcebook. 3d ed. H. Robert Malinowsky and Gerald J. Perry, eds. Oryx, 1991. 312p. $39.95 ISBN 0-89774-598-1

Named a "Best Reference Source of 91" by Library Journal, this outstanding source provides a chronology of the disease's expansion and impact, a directory of some 900 organizations, and an extensive bibliography of over 1,500 articles, books, curricular and educational programs, directories, audiovisual resources, online databases, and newsletters.

Note: 100 Questions and Answers About AIDS, by Michael T. Ford (Macmillan, 1992. 202p. $14.95 ISBN 0-02-73542-5) provides a nontechnical discussion of all aspects of the disease.

U23. The American Medical Association Encyclopedia of Medicine. Charles Clayman, ed. Random, 1989. 1,184p. $44.45 ISBN 0-394-56528-2

This excellent work describes in nontechnical language all types of medical topics--diseases, symptoms, conditions, medications, new drugs, tests and procedures, and conflicting or varying opinions. Definitions of medical terms, essays on such topics as maintaining a healthy body, new diseases, and lists of some 2,500 generic and brand-name drugs, vitamins, and minerals, and 2,000 illustrations also are included.

U24. The American Medical Association Handbook of First Aid and Emergency Care. rev. ed. Random, 1990. 352p. $9.95pa. ISBN 0-679-72959-3

All public libraries should hold a current guide to first aid; older first-aid guides should be destroyed, since they may include erroneous, and even dangerous, procedures. The first part of this well-designed guide provides general information on preparing for emergencies; e.g., basic first aid techniques, alarming symptoms, calling an ambulance, and hospital emergency rooms. The second section addresses specific illnesses and injuries, arranged in alphabetical order--broken bones, heart attacks, strokes, etc.

U25. Atlas of Human Anatomy. Frank H. Netter. Ciba-Geigy, 1989. 592p. $49.95 ISBN 0-914168-19-3

Intended for the professional or student, but useful to the layperson, this work includes detailed treatment of the human body.

U26. Black's Medical Dictionary. 36th ed. C.W. Havard, ed. Barnes & Noble, 1990. 750p. $60 ISBN 0-389-20901-5

Most libraries need a medical dictionary. Black's, an excellent choice, describes 4,500 terms in medicine and related fields in clear and concise language. Entries on diseases describe them from the patient's point of view. Although this work was prepared for use by physicians, it can be understood by intelligent laypersons.

Note: Other excellent choices are Melloni's Illustrated Medical Dictionary, 2d ed., by Ida Dox et al. (Williams and Wilkins, 1985. 560p. $23.95 ISBN 0-683-02641-0); and Dorland's Illustrated Medical Dictionary, 27th ed. (W.B. Sanders, 1988. $31.95 ISBN 0-7216-3154-1).

U27. Cancer Dictionary. Roberta Altman and Michael Sarg. Facts on File, 1992. 352p. $40 ISBN 0-8160-2608-4

This work defines and explains in layperson's language virtually every term, concept, and issue related to cancer. The 2,500 alphabetically-arranged entries include diagnostic tests and procedures, cancer symptoms, treatment options, drug therapy, surgical procedures, risk factors, carcinogens, preventive measures, and much more. Entries vary in length from a few sentences to several pages, depending upon the complexity of the topic and need for explanation.

U28. Dial 800 for Health. People's Medical Society, 1993. 96p. $5.95pa. ISBN 0-9627334-9-0

All public libraries should be able to provide toll-free telephone numbers to patrons seeking health-related information. This directory lists over 300 organizations giving name, address, hours of service, types of service provided, and a toll-free number.

Note: The Directory of National Helplines: A Guide to Toll-Free Public Service Numbers, 1991-92 (Pierian Press, 1991. $6 ISBN 0-87650-302-4) is a directory of 500 health-related telephone services.

U29. Encyclopedia of Deafness and Hearing Disorders. Carol Turkington and Allen Sussman. Facts on File, 1992. 288p. $45 ISBN 0-8160-2267-4

Providing a comprehensive overview of deafness and hearing disorders, this clearly written work defines clinical terms and discusses causes of deafness, tests, and communication methods. Other entries identify parts of the ear, specific diseases and disorders, diagnostic equipment, and hearing devices. Brief biographies focus on noted hearing specialists and famous deaf persons.

U30. The Merck Manual. 2 vols. 16th ed. Merck, 1992. $26 ISBN 0-911910-16-6

Intended for use by physicians and other health specialists, this work on diseases and disorders also is understandable to the general public. Each entry includes a definition or description of the disease, its symptoms, diagnosis, treatment, and prognosis. Volume 1 covers general medicine; vol. 2 covers obstetrics, gynecology, pediatrics, and genetics.

U31. What to Do When You Can't Afford Health Care: An "A to Z" Sourcebook for the Entire Family. Information U.S.A., 1993. 722p. $24.95 ISBN 1-878346-16-4

This sourcebook offers a life line for those without insurance or means of paying for health care. It provides hotline information, consumer agencies, regulatory bureaus, legal assistance, and a listing of associations related to specific diseases, with addresses and telephone numbers. A vital source for public libraries.

U32. What You Need to Know about Psychiatric Drugs. Stuart C. Yudofsky et al. American Psychiatric Press, 1991. 647p. $35 ISBN 0-8021-1281-1

This worthwhile source, named an Outstanding Reference Source of 1992 by American Library Association Reference and Adult Services Division, covers over 100 of the most commonly used psychiatric drugs, explaining possible side effects, interaction with other drugs, and chances of addiction. Among those covered are anti-depressants, tranquilizers, sleeping pills, sedatives, and drugs used in treating panic disorders, attention-deficit hyperactivity, and Alzheimer's disease.

U33. The World Book Rush-Presbyterian St. Luke's Medical Center Encyclopedia: Your Guide to Good Health. World Book, 1991. 1,072p. $39.95 ISBN 0-7166-3236-5

This work was developed by the faculty of Rush Presbyterian-St. Luke's Medical Center (Chicago), the American Red Cross, and the National Safety Council. It includes some 4,500 concise articles on diseases, diagnosis of symptoms, nutrition, aging, exercise, and many other topics related to maintaining good health.

Family

U34. Encyclopedia of Adolescence. 2 vols. Richard M. Lerner et al, eds. Garland, 1991. 1,702p. $150 ISBN 0-8240-4378-2

This outstanding work treats all aspects of adolescence--psychology, physical development, education, medical problems, and history. Over 200 articles contributed by specialists and supported by bibliographies cover special topics, such as teenagers as parents, drug dependency, and eating disorders, as well as articles related to adolescent development--parental relationships, sex differences, peer behavior, biological factors, etc.

U35. Encyclopedia of Adoption. Christine Adamec and William L. Pierce. Facts on file, 1991. 382p. $45 ISBN 0-8160-2108-2

All aspects of adoption, including difficult to find information, is covered in this outstanding source. Among the topics included are the welfare structure and foster-care programs and controversial issues such as open adoption, gay and lesbian adoption, and international adoption. A must in most public libraries.

U36. Encyclopedia of Adult Development. Robert Kastenbaum, ed. Oryx, 1993. 544p. $75 ISBN 0-89774-669-4

This source explores key issues and subjects related to adulthood--life patterns, coping, communications, religion, mental health, and generational factors. Over 100 articles, written by subject experts, are useful to the layperson and professional.

U37. Encyclopedia of Marrige, Divorce and the Family. Margaret DiCamio. Facts on File, 1989. 620p. $45 ISBN 0-6160-1695-X

This work on contemporary family lifestyles reflects the many important changes over the last 25 years. Substantial essays cover each of the central topics, and shorter entries focus on such areas as cohabitation, dual-career marriages, and eating disorders. The appendix includes a variety of useful sections, such as divorce procedures, how to choose a divorce attorney, and samples of premarital and living-together agreements.

U38. The New Child Health Encyclopedia: The Complete Guide for Parents. By Boston's Children's Hospital. Frederick H. Lovejoy ed. Delacorte Press/Dell, 1987. 800p. $19.95 ISBN 0-385-29597-9

The arrangement is in four sections: "Keeping Children Healthy," surveys growth and development; "Finding Health Care for Children," treats visits to the doctor's office and hospitalization; "Emergencies," discusses preparedness for emergencies; and "Diseases and Symptoms," identifies 300 health concerns, giving symptoms, diagnosis, causes, treatment, and prevention.

U39. The Parent's Desk Reference. Irene Franck and David Brownstone. Prentice-Hall, 1991. 628p. $29.95; $18pa. ISBN 0-13-649989-9

Among the topics included in this outstanding work are pregnancy and childbirth, nutrition and infant care, genetic and common disorders of childhood and pregnancy, education and special education concerns, family law and social services, and key social problems. The more than 2,500 alphabetically-arranged entries pertain to all aspects of parental concern, educational, medical, social, and personal. Sidebars cover varied subjects such as preparing for a parent-teacher conference, immunization schedules, and emergency first aid.

Nutrition

U40. The Columbia Encyclopedia of Nutrition. Myron Winick, ed. Putnam, 1988. 349p. $12.95pa. ISBN 0-399-51573-9

The Institute of Human Nutrition, Columbia University College of Physicians and Surgeons sponsored this work, which was compiled by scientists and physicians. Over 100 articles focus on diet and its relationship to such topics a infections, pregnancy, allergies, hypertension, and many other conditions. Numerous charts and tables support the essays.

U41. The Mount Sinai School of Medicine Complete Book of Nutrition. Victor Herbert et al, eds. St. Martin's, 1990. 796p. $35 ISBN 0-312-05129-8

Six sections, prepared by physicians, dieticians, and other health professionals, provide extensive coverage of nutrition: the healthy diet, categories of foods, nutritional needs at different stages of life, nutrition related problems, the use of diet in treating diseases, and applying the information to daily living.

U42. Nutrition Almanac. 3d ed. John O. Kirschmann. McGraw-Hill, 1990. 340p. $15.95pa. ISBN 0-07-034912-6

Sections on different aspects of nutrition cover such topics as nutrition imbalance, dosage levels of vitamins and food supplements, the benefits of herbs, and many other topics. Other features include a nutritional analysis of 600 foods; a nutrition chart relating needs to body size, metabolism, and caloric requirements; recipes for healthful foods; and an extensive bibliography.

Note: Nutrition and Health Encyclopedia, 2d ed., by David Tver and Percy Russell (Van Nostrand Reinhold, 1989. 639p. $46.95 ISBN 0-442-23397-3) also is recommended.

Prescription and Nonprescription Drugs

U43. Complete Guide to Prescription and Nonprescription Drugs. H. Winter Griffith. 1993 ed. Putnam, 1992. $15.95pa ISBN 0-399-51766-9

This guide to drugs for laypersons contains information on 400 generic drugs, giving brand name, dosage, overdose symptoms and first aid, possible adverse reactions, warnings, and interaction with other drugs.

U44. Essential Guide to Prescription Drugs. James W. Long. HarperCollins, 1992. 1,028p. $35; $16pa. ISBN 0-06-071543-8; 0-06-273090-8pa.

Written for the general public, this guide describes some 200 widely used drugs, giving dosage, how they work, and precautions for use. Drug interaction with other drugs, foods, and conditions are presented in tabular format. A first choice.

U45. Zimmerman's Complete Guide to Nonprescription Drugs. 2d ed. David R. Zimmerman. Gale, 1993. 1,125p. $39.95 ISBN 0-8103-8874-X

Relying on data from the Federal Drug Administration's "Over-the-Counter Drug Review," this guide rates the safety and efficacy of nonprescription medications. Chapters, which focus on specific conditions--acne, motion sickness, sore throat, etc., some 75 in number--discuss the ailment and the active ingredients used to treat it. Charts rate the brand-name products containing these ingredients on an A, B, C scale. The first edition of this work was entitled The Essential Guide to Nonprescription Drugs.

Note: Physicians' Desk Reference (Medical Economics, 1947 to date, Annual. 1993 ed., $57.95), known as PDR, is directed toward physicians and uses more technical language than the works above. Large libraries generally hold PDR, as well as tools designed for laypersons. Physicians' Desk Reference for Nonprescription Drugs (Medical Economics, 1980 to date. Annual. 1993 ed., $37.95 ISBN 0-685-3906-6), also directed toward physicians, provides descriptions, dosages, side effects, etc. for more than a thousand over-the-counter drugs.

Veterinary Medicine

U46. Black's Veterinary Dictionary. 17th ed. Geoffrey P. West, ed. Barnes & Noble, 1992. 904p. $67.50 ISBN 0-389-20994-5

The standard dictionary of veterinary medicine, this work contains reliable information on diseases and conditions in animals. It also provides information on the anatomy and physiology of domestic animals and first aid for large and small animals.

U47. The Merck Veterinary Manual. 7th ed. Merck, 1991. $24 ISBN 0-911910-55-7

This technical manual is for the use of veterinarians in the diagnosis and treatment of large and small animals. Since the work is directed toward the professional, it is not the first choice for laypersons, but the information is useful for libraries generally.

Suggested Purchase Plan--Applied Sciences

Annual

Chilton's Auto Repair Manual. U18
Chilton's Imported Car Repair Manual. U19
Complete Car Cost Guide. U20
United States Department of Agriculture Yearbook. U4

Group 1

AIDS Information Sourcebook. U22
American Medical Association Encyclopedia of Medicine. U23
American Medical Association Handbook of First Aid. U24
Black's Medical Dictionary. U26
Cancer Dictionary. U27
Dial 800 for Health. U28
Encyclopedia of Adult Development. U36
Essential Guide to Prescription Drugs. U44
Information Please Environmental Almanac. U16
Merck Manual. U30
Parent's Desk Reference. U39
Personal Computer Buying Guide. U11
Webster's New World Dictionary of Computer Terms. U12
What To Do When You Can't Afford Health Care. U31
Zimmerman's Complete Guide to Nonprescription Drugs. U45

Group 2

AIDS. U21
Columbia Encyclopedia of Nutrition. U40
Complete Book of Home Environmental Hazards. U13
Complete Guide to Prescription and Nonprescription Drugs. U43
Dictionary of Computing. U9
Encyclopedia of Adolescence. U34
Encyclopedia of Adoption. U35
Encyclopedia of Marriage, Divorce and the Family. U37
Facts on File Dictionary of Environmental Science. U15
Illustrated Encyclopedia of Space Technology. U7
Milestones in Science & Technology. U1
New Child Health Encyclopedia. U38
Oxford Illustrated Encyclopedia of Inventions & Technology. U2
The Way Things Work. U3
What You Need to Know About Psychiatric Drugs. U32

Group 3

Atlas of Human Anatomy. U25
Aviation/Space Dictionary. U5
Bicycle Repair Book. U17
Black's Veterinary Dictionary. U46
Consumer's Dictionary of Household, Yard & Office Chemicals. U14
Dictionary of Building. U8
Encyclopedia of Deafness & Hearing Disorders. U28
Encyclopedia of Electronics. U10
Illustrated Encyclopedia of General Aviation. U6
Merck Veterinary Manual. U47

Mount Sinai School of Medicine Complete Book of Nutrition. U41
Nutrition Almanac. U42
World Book Rush-Presbyterian St. Luke's Medical Center Encyclopedia. U33

V. HOME LIFE AND SOCIAL CUSTOMS

Anniversaries and Holidays

V1. The Almanac of Anniversaries. Kim Long. ABC-Clio, 1992. 270p. $40 ISBN 0-87436-675-5

This unusual work is designed to alert us to anniversaries to come, 1993 through 2001. The entry for each celebration provides background information on the event. A detailed index and extensive bibliography support the text.

V2. Anniversaries and Holidays. 4th ed. Ruth W. Gregory. American Library Association, 1983. 262p. $30 ISBN 0-8309-0389-4

This useful guide, a standard for many years, is arranged in three parts: "Calendar of Fixed Dates," the largest section, which offers day-by-day anniversaries and holidays; "Calendar of Moveable Days," subdivided according to the Christian, Islamic, Eastern and Western worlds; and a bibliography of some 1,000 books about anniversaries and holidays.

V3. Chase's Annual Events: Special Days, Weeks, & Months. Contemporary Books, 1985 to date. Annual. $38.95pa.

Arranged in calendar format, this annual contains entries for each day of the year--some 4,500 in all. Events include worldwide holidays, anniversaries, holy days, national and ethnic days, seasons, festivals, fairs, sponsored events, and birthdays of famous people. There is a 30-40 word description of each event or historical notes on its significance.

Note: Two other works, both more expensive, also are recommended: American Book of Days, 3d ed. (Wilson, 1978. $80 ISBN 0-8242-0593-6), which focuses on important historical dates and religious holidays; and Holidays & Anniversaries of the World, 2d ed. Jennifer Mossman, ed. (Gale, 1990. $85 ISBN 0-8103-4870-5), which treats national, regional, and international holidays.

Consumerism

V4. Consumer Information Catalog. Consumer Information Center, 1970 to date. Quarterly. Free. (P.O. Box 100, Pueblo, CO 81002)

Quarterly catalogs list and describe some 100 popular titles available from the Consumer Information Center, a U.S. Government agency. Listings include free or inexpensive books, pamphlets, posters, and periodicals on personal finance, food, health and physical fitness, drugs, housing, household products, and many other topics. Libraries should be on the mailing list to receive quarterly issues. On request, libraries can be placed on the mailing list to receive batches of 25 catalogs.

V5. Consumer Reports Buying Guide Issue. Consumers Union. Annual. $7.95pa.

This guide is the December issue of Consumer Reports, but it may be purchased separately. It includes summaries of consumer goods and services evaluations that have appeared in the magazine over the last several years, and cites the magazine issue in which the full evaluation appears. Evaluations are based on independent tests and investigations. Most libraries subscribe to the periodical and receive the Buying Guide Issue, but additional copies may be required.

Note: Consumer Index (Pierian. Quarterly. $129/yr. ISSN 0094-0534) covers reviews, evaluations, and advisory articles that appear in more than 130 consumer publications.

Etiquette

V6. Emily Post's Etiquette. 15th ed. HarperCollins, 1992. $39/thumb indexed; $28/plain ISBN 0-06-270028-6/ thumb indexed; 0-06-270047-2/plain

The new edition of this old standby makes an admirable attempt to keep pace with today's life styles. It continues to set a high standard for good manners, while reflecting a more informal approach to a wide variety of social situations. Life's rituals are discussed in detail, along with behavior at rare social occasions.

V7. The Value of Good Manners. Kay Beyer. Rosen, 1992. 109p. $15.95 ISBN 0-385-47984-6

For those who need a source on manners, this small volume in the Encyclopedia of Ethical Behavior Series provides down-to-earth advice on everyday needs, such as table manners, grooming, and making friends, and on manners for ceremonial occasions and the business world.

Food and Cookery

V8. Alexis Lichine's New Encyclopedia of Wine and Spirits. 5th ed. Alexis Lichine. Knopf, 1987. $45 ISBN 0-394-56262-3

The introduction contains material on the history of wine making, viticulture, and serving wine. The main body, alphabetically arranged, covers wine production by U.S. and European geographical areas and list wines varieties produced in each locality.

V9. Cooking A to Z. Jane Horn, ed. Cole Group, 1992. 631p. $24.95 ISBN 1-56426-002-X

This beautifully illustrated book offers basic information on cooking and on maintaining a kitchen. Over 600 easy-to-follow recipes and entries for some 500 cooking terms and techniques make up the main body of the work. There also are helpful hints on selecting ingredients and other consumer advice. Four-color pictures illustrate most pages.

V10. The Encyclopedia of Herbs, Spices and Flavorings. Elizabeth Lambert Ortiz, ed. Dorling Kindersley, 1992. 288p. $34.95 ISBN 1-56458-065-2

Named by Library Journal as a "Best Reference Source of 92," this comprehensive sourcebook treats herbs, spices, extracts and essences, leaves and flowers, oils and vinegars, sauces and condiments, and coffees and teas. Entries deal with all aspects of each, giving their origins, how they grow and are processed, how they should be stored, and how they are used in cooking. Some 750 full-color photographs illustrate this excellent work, which includes an abundance of information on the topics.

V11. Joy of Cooking. rev. ed. Irma S. Rombauer and Mary R. Becker. Macmillan, 1975. 915p. $16.95 ISBN 0-672-51831-7

This standard cookbook of many years standing provides excellent recipes and step-by-step instructions for most common American dishes, some 4,500 in all. Other information includes charts of meat cuts, carving instructions, measurement tables, ingredient substitutions and equivalents, high altitude cooking adjustments, definitions of terms, nutrition tables, and table settings.

V12. Larousse Gastronomique: The New American Edition of the World's Greatest Culinary Encyclopedia. Prosper Montague. Jenifer Harvey Lang, ed. Crown, 1988. 1,193p. $6 ISBN 0-517-57032-7

This edition of a world famous cookbook, customized for use in American kitchens, includes over 8,500 international recipes and nearly 1,000 illustrations, many in color.

Gardening

V13. American Horticulture Society Encyclopedia of Garden Plants. Christopher Brickell, ed. Macmillan, 1989. $49.95 ISBN 0-02-557920-7

This work focuses on planning a garden. For over 800 plants the volume gives characteristics, cultivation, pruning, diseases, propagation, and other information.

V14. Growing Beautiful Houseplants: An Illustrated Guide to the Selection and Care of More Than 1,000 Varieties. Rob Herwig. Facts on File, 1992. 384p. $45 ISBN 0-8160-2454-5

Current and comprehensive, this work provides detailed coverage for all types of houseplants--flowering, foliage, bromediads, succulents, orchids, bulbs and tubers, bonsai, and seasonal throw-aways, all beautifully illustrated. Highly informative entries, in an A-to-Z arrangement, provide characteristics of each plant and its need for light, temperature, water, humidity, and soil. Many recently developed varieties are included.

V15. Neal Sperry's Complete Guide to Texas Gardening. 2d ed. Neal Sperry. Taylor Publishing, 1991. $36.95 ISBN 0-87833-799-7

This comprehensive volume, the most important book for Texas gardeners, provides authoritative coverage for all types of plants, landscaping, and pest control Maps, charts, and beautiful illustrations support the text of this outstanding work, a must for all Texas libraries.

Note: Other regional gardening books include Landscaping with Native Plants of Texas and the Southwest, by George Miller (Voyageur Press, 1991. $19.95 ISBN 0-89658-138-1) and Native Texas Plants: Landscaping Region by Region, by Sally Wasowski and Andy Wasowski (Gulf, 1988. $37.95; $27.95pa. ISBN 0-87719-111-5; 0-87719-201-4pa.)

V16. Rodale's All-New Encyclopedia of Organic Gardening. Fern Marshall Bradly and Barbara W. Ellis, eds. Rodale, 1992. $29.95; $17.95pa. ISBN 0-87857-990-0; 0-87857-999-0pa.

Rodale Press provides the most authoritative guides to organic gardening. This excellent one includes some 400 entries which provide detailed instructions on gardening and insect, disease, and weed control using organic methods.

V17. Rodale's Garden Insects, Diseases, and Weed Identification Guide. Miranda Smith and Anna Carr. Rodale, 1988. 328p. $16.95pa. ISBN 0-87857-759-9

Those with any type of gardening problem will find solutions in this excellent work, whether it is in identifying an insect or weed or organically controlling it. Black-and-white and color illustrations aid in identification.

V18. Rodale's Illustrated Encyclopedia of Herbs. Claire Kowalchik and William H. Hylton, eds. Rodale, 1987. 545p. $24.95 ISBN 0-87857-699-1

This interesting work provides instructions for growing and using herbs, and treats 140 individual ones in depth, giving their history, botanical and horticultural information, and uses. The arrangement is alphabetical by the herb's common name. Color photographs and drawings illustrate the volume.

V19. 10,000 Garden Questions Answered by 20 Experts. 4th ed. Marjorie J. Kietz, ed. HarperCollins, c1982, 1990. 1,597p. $32.50; $16.95pa. ISBN 0-06-016337-2; 0-385-18509-Xpa.

This standard reference work on gardening answers most questions that amateur gardeners are likely to ask. Sixteen sections, each written by an expert, provide concise information on soils, fertilizers, landscaping, planting, perennials, house plants, trees and shrubs, and much more. There is an extensive bibliography. Line drawings and an index support the text.

Home Maintenance and Repair

V20. Complete Do-It-Yourself Manual. Reader's Digest Association, 1991. 528p. $30 ISBN 0-89577-378-3

This manual is helpful to those undertaking projects involving plumbing, electrical wiring, masonry, and other household construction and repair. Over 2,000 photographs and an index support the text. A special section treats emergencies.

V21. Home Improvement Cost Guide for Exterior Projects. R.S. Means, 1991. 257p. $29.95pa. ISBN 0-87629-222-8

V22. Home Improvement Cost Guide for Interior Projects. R.S. Means, 1991. $29.95pa. ISBN 0-87629-223-6

Those planning do-it-yourself home remodeling projects will find these guides helpful. Each volume provides detailed descriptions of 60 projects, giving estimates on materials required, costs, installation time, and helpful hints and precautions.

Note: Means Illustrated Construction Dictionary (R.S. Means, 1991. Unabridged ed., $99.95 ISBN 0-87629-218-X; Condensed ed., $49.95pa. ISBN 0-87629-219-8) defines construction terms in nontechnical language.

V23. How to Clean Practically Anything. 3d ed. By the editors of Consumer Reports. Consumer Reports Books, 1992. $11.95pa. ISBN 0-89043-532-4

Advice on how to clean specific items is accompanied by evaluations of cleaning products.

V24. Mary Ellen's Clean House: The All-in-One-Place Encyclopedia of Contemporary Housekeeping. Mary Ellen Pinkham, with Dale Burg. Crown, 1993. 380p. $20 ISBN 0-517-58823-4

Mary Ellen of "Helpful Hints" fame explains how to keep house while maintaining sanity--how to clean, how to furnish, how to laundry, how to store, how to give a party, and much more.

Note: Heloise A to Z, by Heloise (Perigree Putnam, 1992. 432p. $10.95pa. ISBN 0-399-51750-2) is a collection of household suggestions, much like those contained in the Heloise column.

Pets

V25. The Complete Dog Book. 18th ed. American Kennel Club Staff. Howell Book House, 1992. 724p. $27.50 ISBN 0-87605-464-5

The official American Kennel Club guide, this long time standard work describes breeds the organization registers. There is a separate entry for each breed, providing a description, history, official breed standards, attributes, and a photograph. A large section focuses on dog care and first aid.

Note: Reader's Digest Illustrated Book of Dogs (Reader's Digest, 1989. 334p. $24.95 ISBN 0-89577-340-6) also is recommended.

V26. Dr. Axelrod's Mini-Atlas of Freshwater Aquarium Fishes. Herbert R. Axelrod. TFH Publications, 1987. 972p. $29.95 ISBN 0-86622-385-1

This work provides extensive information on aquariums, including everything from how to set up and maintain an aquarium to how to identify the sex of fish. It explains eating habits, reproduction, fish diseases, and much more. Over 1,800 beautiful full-color photographs are a special feature.

Note: All about Tropical Fish, 4th ed., by Derek McIverny and Geoffrey Gerard (Facts on File, 1989. 480p. $29.95 ISBN 0-8160-2168-6) does not contain as much information as the work above, but it probably will answer most patron questions.

V27. The Ultimate Cat Book. David Taylor and Daphne Negus. Simon & Schuster, 1989. 192p. $9.95 ISBN 0-671-68649-6

Charts, diagrams, tables, descriptions, and illustrations cover 100 varieties of domesticated cats. The work provides basic subject matter concerning behavior, grooming, health, diet, and first aid, as well as information on breeding, maternal behavior, and kitten development. Since 750 superb illustrations support the text.

Note: 125 Most Asked Questions About Cats by John Malone (Morrow, 1992. 160p. $13 ISBN 0-688-10552-1) answers many common concerns about cats.

Suggested Purchase Plan--Home Life & Social Customs

Annual

Chase's Annual Events. V3
Consumer Reports Buying Guide Issue. V5

Group 1

Anniversaries & Holidays. V2
Complete Do-It-Yourself Manual. V20
Complete Dog Book. V25
Consumer Information Catalog. (free) V4
Emily Post's Etiquette. V6
Encyclopedia of Herbs, Spices & Flavorings. V10
Joy of Cooking. V11
Neal Sperry's Complete Guide to Texas Gardening. V15
10,000 Garden Questions Answered by 20 Experts. V19
Ultimate Cat Book. V27

Group 2

Almanac of Anniversaries. V1
Cooking A to Z. V9
Dr. Axelrod's Mini-Atlas of Freshwater Aquarium Fishes. V26
Growing Beautiful Houseplants. V14
Home Improvement Cost Guide for Exterior Projects. V21
Home Improvement Cost Guide for Interior Projects. V22
Rodale's All-New Encyclopedia of Organic Gardening. V16
Rodale's Illustrated Encyclopedia of Herbs. V18

Group 3

Alexi Lichine's New Encyclopedia of Wine & Spirits. V8
American Horticulture Society Encyclopedia of Garden Plants. V13
How to Clean Practically Anything. V23
Larousse Gastronomique. V12
Mary Ellen's Clean House. V24
Rodale's Garden Insects, Diseases, & Weed Identification Guide. V17
The Value of Good Manners. V7

W. SPORTS AND RECREATION

Sports

W1. Encyclopedia of North American Sports History. Ralph Hickok. Facts on File, 1992. 528p. $55
ISBN 0-8160-2096-5

More than 1,600 alphabetically-arranged entries cover the historical importance of all organized competitive sport from acrobatics to yachting. Coverage includes major awards, governing bodies, sanctioning organizations, leagues and conferences, halls of fame, sports museums, stadiums, arenas, and much more.

W2. Guinness Book of Sports Records, 1992. Facts on File, 1992. 256p. $20.95; $13.95pa.
ISBN 0-8160-2651-3; 0-8160-1652-1pa.

This lavishly illustrated volume includes facts and odd feats for more than 75 popular sports. The section for each sport begins with a history followed by world, United States, and Olympic records. Special features in the 1992 edition include Triple-Crown winners, Notre Dame football, and the first bicycles expedition across the Soviet Union.

W3. Information Please Sports Almanac. Houghton. Annual. 1992 ed. $16.45; $8.70pa. ISBN 0-395-51752-4; 0-395-59673-4pa.

Each annual recaps the year in sports. An opening essay surveys the year's event, followed by entries on individual sports, contributed by sports writers. Tables cover such topics as end-of-season standings, championship series, and award winners. Teams, coaches, and individual players are ranked in various areas of achievement. Other sections provide a directory of teams and governing organizations, members of Halls of Fame, and lists of parks and stadiums where teams play. If the library can afford only one sports annual, this is the one to choose.

W4. Rules of the Game. rev. ed. By the Diagram Group. St. Martin's, 1990. 320p. $24.95
ISBN 0-312-04574-3

For each of 150 sports, this work gives a brief history and detailed coverage of game objectives, playing area, equipment, rules, timing, scoring, participants, and officials. Over 2,000 color illustrations support the text for Canadian and United States sports. A number of sports have been added to this edition, such as hang gliding, wind surfing, and jujitsu.

W5. Sports Rules Encyclopedia. 2d ed. Jess R. White. Kinetics, 1990. 732p. $44.95 ISBN 0-88011-363-4

The official rules of 51 sports-ruling bodies are reviewed in this guide, considered the best of its kind. In addition to rules of play, the work also includes playing area specifications, necessary equipment, the governing body or bodies with addresses and functions, and the top two journals for the sport.

Baseball

W6. The Baseball Encyclopedia: the Complete and Official Record of Major League Baseball. 8th ed. Rick Wolff, ed. Macmillan, 1990. 2,781p. $49.95 ISBN 0-02-579040-4

This complete record of major league baseball through the 1989 World Series includes player and pitcher registers, special achievements and awards, a chronological listing of team standings, team rosters, player records, and play-off and World Series games. Virtually every record one might seek is contained in this large volume.

W7. The Sports Encyclopedia: Baseball, 1992. David S. Neft and Richard M. Cohen. St. Martin's, 1992. 672p. $19.95pa. ISBN 0-312-07088-8

Baseball fans will welcome this guide, which records year-by-year rosters with player statistics for teams in each league and statistics for batters and pitchers from 1901 through the 1988 season.

Note: Sports News in St. Louis, Missouri publishes annuals for most major sports. For baseball, publications include The Complete Baseball Record Book ($14.95pa.) and Official Baseball Register ($11.95), which provide detailed statistics for players. There are similar annuals for basketball, football, and hockey.

Basketball

W8. The Sports Encyclopedia: Basketball. 5d ed. David S. Neft and Richard M. Cohen. St. Martin's, 1992. 624p. $17.95pa. ISBN 0-312-08306-8

This work surveys professional basketball from 1986 through the 1991-92 NBA season. Arranged by decades, each section provides the season's highlights, a chronology, and statistical data for each year. Players rosters give year-by-year and lifetime statistics.

W9. The Official NBA Basketball Encyclopedia: The Complete History of Professional Basketball. The NBA Staff. Random, 1989. 760p. $29.95 ISBN 0-394-58039-7

Beginning with chapters on basketball before the NBA was formed, this work provides a history of the sport through the 1988-89 season. It also includes highlights and statistical records for each season, players directories for 2,600 active and retired players, and separate chapters for coaches, officials, players selected in draft, members elected to the Hall of Fame, and official NBA rules.

Football

W10. The Sports Encyclopedia: Pro Football: The Modern Era, 1960-1990. 8th ed. David S. Neff and Richard M. Cohen. St. Martin's, 1990. $17.95pa. ISBN 0-312-04429-1

Like others in this series on individual sports, this encyclopedia provides a historical summary; statistical records; biographies of active and retired players, coaches, and officials; members selected to the Hall of Fame; and official NFL rules.

Hunting

W11. The Encyclopedia of Sporting Firearms. David E. Petzal. Facts on File, 1991. $50 ISBN 0-8160-2305-0

Named a "Best Reference Book of 1991" by Library Journal, this is the definitive one-volume source on rifles, shotguns, and handguns. Over 2,000 entries, supported by 253 black-and-white photographs and line drawings, provide concise, expert information for the hunting and firearms enthusiast.

Horse Racing

W12. Ainslie's Complete Guide to Thoroughbred Racing. Tom Ainslie. Simon & Schuster, 1988. $11.95pa. ISBN 0-671-65655-4

This guide provides information on horses, riders, breeders, owners, trainers, statistics, and records, as well as on tracks, on- and off-track betting, and other useful information for those interested in horse racing.

Soccer

W13. The World Encyclopedia of Soccer. 2d ed. Michael L. LaBlanc and Richard Henshaw. Gale, 1993. 500p. $14.95 ISBN 0-8103-9442-1

This encyclopedia covers all aspects of soccer and includes charts, statistics, player biographies, histories of major tournaments, the 1994 World Cup schedule, and more than 100 photographs and other illustrations.

BEST COPY AVAILABLE

Note: The World Cup, 1930-1990, by Jack Rollin (Facts on File, 1990. 208p. $24.95 ISBN 0-8160-2513-1) provides excellent coverage of that quadrennial event.

Tennis

W14. Bud Collins' Modern Encyclopedia of Tennis. 2d ed. Bud Collins and Zander Hollander, eds. Gale, Sept. 1993. 600p. $14.95

The first edition of this work was considered a standard; it is assumed that the second edition will be equally well received. Chapters provide year-by-year highlights, biographies of outstanding players, information on equipment, officials, the Hall of Fame, a glossary of terms, and more.

Wrestling

W15. Encyclopedia of American Wrestling. Mike Chapman. Kinetics, 1990. 542p. $25.95pa. ISBN 0-88011-342-1

Thousands of statistics on American amateur wrestling from the Olympics, Junior Nationals, and other meets are included in this chronicle of the sport. It also contains tournament results, biographical profiles of outstanding wrestlers, and a history of American wrestling from the 1600s to date.

Recreation

W16. Backyard Games. A. Cort Sinnes. Andrews & McMeel, 1993. 127p. $14.95pa. ISBN 0-8362-4503-2

This small volume explains how to play 50 popular outdoor games, such as tag, hopscotch, kickball, and tug-of-war. The appendix contains official rules for horseshoes, croquet, volleyball, and other more organized games.

Note: Travel Games for the Family by Marie Boatness (Canyon Creek Press, 5714 E. Dale Lane, Cave Creek, AZ 85331, 1993. 133p. $9.95pa. plus $2 shipping & handling) contains 100 games and activities for children to play on car trips or in other enclosed areas.

W17. Family Fun and Games. By the Diagram Group. Sterling, 1992. 800p. $14.95 ISBN 0-8069-8776-6

This compilation of instructions for playing more than 800 games from around the world is divided into two sections. The first covers general games using darts, dice, words, etc., arranged alphabetically by group. The second part focuses on card games--those appropriate for children, adult games, gambling games, and solitaire. Indexing is according to type, number of players, and alternative names.

W18. Goren's New Bridge Complete. Charles Goren. Doubleday, 1985. 720p. $24.95 ISBN 0-385-23324-8

Instructions for the beginner and the advanced player on playing bridge well are contained in this work. Basic information on the game as well as strategies and techniques are clearly presented.

Note: The Official Encyclopedia of Bridge. 4th ed. rev. by the American Contract Bridge League (Crown, 1984. $27.95 ISBN 0-517-55272-8) is alphabetically arranged.

W19. Hoyle's Rules of the Games. 2d ed. Albert H. Morehead and Geoffrey Mott-Smith. NAL, 1983. 548p. $7.95pa. ISBN 0-452-25444-2

Almost every indoor game played today is included in this standard work. For each game there is a description, rules, and suggested strategies. The expression "according to Hoyle" is derived from much earlier versions of this work.

W20. The Oxford Companion of Chess. David Hooper and Kenneth Whyld. Oxford University Press, 1992. 480p. $35 ISBN 0-19-866164-9

Almost 2,000 alphabetically-arranged entries provide information on people, games, openings or variations, terms, strategies, and history of chess. Illustrations include photographs of players, pieces, and board layouts. The appendix contains a glossary of chess terms in six languages and named openings tabulated by moves and cross-referenced to entries in the text.

W21. Scarne's Encyclopedia of Games. John Scarne. HarperCollins, 1983. 448p. $15 ISBN 0-06-091052-6

This authoritative and comprehensive work provides instructions on playing over 1,000 card games, chess, bridge, lottery, poker, checkers, and guessing and parlor games, as well as variations on solitaire, rummy, pinochle, and hearts.

Suggested Purchase Plan--Sports & Recreation

Annual

Information Please Sports Almanac. W3

Group 1

Backyard Games. W16
Baseball Encyclopedia. W6
Bud Collins' Modern Encyclopedia of Tennis. W14
Family Fun & Games. W17
Official NBA Basketball Encyclopedia. W9
Rules of the Game. W4
Sports Encyclopedia: Baseball. W7
Sports Encyclopedia: Basketball. W8
Sports Encyclopedia: Football. W10
World Encyclopedia of Soccer. W13

Group 2

Ainslie's Complete guide to Thoroughbred Racing. W12
Encyclopedia of American Wrestling. W14
Encyclopedia of North American Sports History. W1
Encyclopedia of Sporting Firearms. W11
Goren's New Bridge Complete. W18
Guinness Book of Sports Records. W2
Hoyle's Rules of the Games. W18
Oxford Companion to Chess. W20
Scarne's Encyclopedia of Games. W21
Sports Rules Encyclopedia. W5

*A first choice

SECTION II:

REFERENCE SERVICES

opportunity for cooperation with educational institutions. Adult patrons often are receptive to library-use instruction and find that such classes open up many new avenues for them in seeking information. Instruction for adults usually focuses on meeting personal needs, while student instruction addresses classroom needs.

Interlibrary Loan

Public libraries which are members of one of the ten Texas library systems may participate in an interlibrary loan network. The extent to which a given library uses this service is a local management decision. Some librarians routinely suggest interlibrary borrowing, when the local collection proves inadequate. Some monitor interlibrary loan requests and use them as a guide to filling gaps in their own collection. Most utilize interlibrary loan as an additional tool to meet the needs of their patrons.

The Reference Desk

Some organizational questions are complicated by building design and crowded conditions. Where should the reference desk be located? It should be visible, clearly labeled, and as close as possible to the reference collection, other information sources, and the library catalog. Some larger libraries maintain an information desk, for directing users to the proper area, and a reference desk, which provides in-depth services. Most small and medium-sized libraries, however, staff only one service point--a desk or counter--which should be both functional and approachable by even the most timid user. When space and floor plan permit, tables for users should not be positioned within hearing distance of the reference desk. Patrons are less likely to discuss their needs openly when others can overhear. Patrons at nearby tables also may be disturbed by reference desk conversations and activities.

Management, or the department head, should decide what activities at the reference desk are appropriate during slack times. Mindful that the desk attendant's primary responsibility is to serve the public, activities which require concentration should be avoided, since patrons are sometimes hesitant to disturb a librarian engrossed in work. Functions which create clutter and give the desk the appearance of a work station should be avoided.

When and by whom should the reference desk be staffed? Will reference professionals cover the center all of the time or only at certain hours? Could support personnel staff the desk during slack periods? Will reference services be available at all hours the library is open? All libraries wish to provide quality service, but few can afford the luxury of adequate staffing. If the support staff serve at the reference desk, they should receive training. Are support staff to limit the types of assistance they can give? If so, they need clear guidelines. If services are unavailable at certain times, a sign at the desk should tell the patron when to return or direct him or her to another service point.

Reference Statistics

A record of the number of questions answered by the reference staff is important data for reporting library activities to boards, city managers, and external entities such as the Texas State Library. Most librarians acknowledge the importance of counting in-library use, circulation, books added, and programs presented, but some apparently do not keep meaningful reference statistics. Even the smallest library should keep such a record.

Reference questions can be tallied in numerous ways--by subject area, by the amount of time required to answer them, by the number of sources used, by type of patron (student, child, adult, etc.), by walk-ins or over the telephone, or combinations of more than one of these approaches. One simple tally which has been used successfully by small libraries is whether the query was answered in one source or more than one source, and whether it was asked in the library or over the telephone. The method is simple and straight forward, and thus less time consuming than more complex record keeping.

There also should be a record of the questions not answered. In most instances, failure results from outdated material or lack of proper sources. If that is the case, the questions themselves may provide valuable information for collection development. If there have been several unanswered queries for information on learning disabilities, the library should seek sources which will serve the need. Subject areas borrowed on interlibrary loan provide the same type of helpful information for those selecting library materials.

Continuing Education

Competent professionals are an obvious need in all libraries. Without proper funding, however, trained personnel cannot be obtained. Small libraries often are staffed by persons lacking formal library education. For them, the Texas library systems and the Texas State Library offer workshops, basic skills institutes, and other types of training. Professionals, too, should attend conferences and continuing-education activities to update their expertise. Management, through monetary support and released time, should encourage such periodic upgrading.

Each librarian, of course, is expected to keep abreast of new developments in the field through reading current literature. To foster this private study, libraries should subscribe to standard journals which contain articles and reviews on library services and materials. Recommended journals which offer articles on reference services are: RQ and Reference Services Review. American Libraries, Library Journal, and Public Libraries also include occasional articles on reference services. Journals which contain reviews of reference materials are: Reference Books Bulletin (a separate periodical included in issues of Booklist), RQ, Reference Services Review, Library Journal, and Wilson Library Bulletin. Book Report, a journal directed toward school librarians, includes reviews of reference books which also are of interest to public librarians. Standard books on reference services, such as those listed for further reading at the ends of these essays, also should be purchased.

Conclusions

Reference services which satisfy the needs of the community do not just happen, but result from thoughtful planning. Preparing written reference policies and a procedures manual, a primary responsibility of reference management, is an important part of the planning process. Such a manual is essential for staff training and daily referral, as well as a record for further personnel. Another essay in this section, "Reference Services Policy Manuals," provides further discussion on the topic. Two other essays, "Levels of Service" and "Problem Patrons and Special Situations," also discuss policies and procedures.

Further readings:

Bopp, Richard E. and Linda C. Smith. Reference and Information Services: An Introduction.
Libraries Unlimited, 1991.

"Information Services for Information Consumers: Guidelines for
Providers," prepared by the Standards Guidelines Committee,
Reference and Adult Services Division, American Library
Association; adopted in 1990.

King, Geraldine. Reference Services in the Small Library. Library
Administration and Management Association. American Library
Association, 1985. Small Libraries Publication No. 12.

Katz, William A. Introduction to Reference Work, Vol. II: Reference
Services and Reference Processes. 5th ed. McGraw-Hill, 1987.

Reference and Information Services: A Reader for the Nineties.
Bill Katz, comp. Scarecrow Press, 1991.

THE REFERENCE SERVICES POLICY MANUAL*

How many libraries have policy manuals for their reference services? Formal surveys and informal inquiries indicate that objectives and guidelines for providing information services are rare, except in large libraries with several public service units. All libraries which provide reference assistance, however, should have a statement of objectives, a description of the levels and types of services offered, and guidelines to aid personnel. The reference department objectives, of course, should support the library's mission statement and overall goals. A separate document which addresses reference objectives and procedures, however, is essential to good management. Those who provide the services should have a clear concept of what they are attempting to accomplish; guidelines are needed to insure a uniform standard for services and to give directions for handling unusual or emergency matters.

Librarians developing a manual should obtain a copy of "Information Services For Information Consumers: Guidelines for Providers," prepared by the American Library Association, Reference and Adult Services Division (RASD), Standards Committee, in 1990. They also should use the "Draft Outline of Information Service Policy Manual," adopted by RASD in 1976, and obtain copies of manuals prepared by other libraries. All of the above are available from RASD. Articles and other materials which have appeared in recent years also would be helpful. The following articles also would be helpful.

Alice Driscoll, "Back to Square One: the Writing of a Reference Policy Statement and Procedures Manual," Southeastern Librarian 31(Fall 1981): 109-12; Janet Easley, "Reference Service Policies," Reference Services Review 12(Summer 1985): 79-82; Reference and Online Services Handbook: guidelines, Policies and Procedures for Libraries, ed by Bill Katz and Ann Clifford, Neal-Schuman, 1984.

Charles A. Bunge, "Planning, Goals, and Objectives for the Reference Department," RQ 23(Spring 1987): 306-315, is a useful aid in writing objectives.

A statement of reference objectives, an appropriate introduction to the manual, should state clearly what the department intends to do; general statements are of little value. (5) The prologue, moreover, should explain the purpose of the manual, which usually is to insure consistency in whatever services are provided and to serve as a guide to handling unusual circumstances. The manual is also useful in orienting new staff members and in explaining services and policies to library users.

Types of Services Offered

Types of services should be enumerated; e.g., instructions to patrons on how to use the catalog, indexing and abstracting services and other types of tools, and how to do a literature search. If orientation and instruction for groups are available on a formal basis, these services should be stated. A statement concerning types of reference questions answered at the reference desk is appropriate. Other services addressed should include those provided by telephone, in answer to correspondence, or through interlibrary loan. There should be specific mention of services likely to be requested which are not offered, e.g., preparation of bibliographies. (Many libraries do prepare bibliographies for their users on request, but others do so on a highly selective basis or not at all.)

Categories of Users

Categories of users served should be identified, as well as statements concerning those not served, if there are such groups. Most libraries provide routine services to persons outside their area of responsibility, such as non-residents for public libraries, but they may place restrictions on answering time-consuming inquiries or requests for special services.

Guidelines for Desk Duty

A section on desk policies and instructions should include routine guidelines for desk duty, an explanation of what levels of service the library provides, and guidance in handling special requests or problem situations. It is advisable to address staff behavior, if only to serve as a reminder of fundamentals: maintaining an approachable attitude, showing tact and sensitivity in communicating with users, conducting an interview adequate to determine the need, and approaching users who do not ask for help but appear to need assistance.

Suggestions for handling the desk during high-use periods, listing appropriate activities for low-use periods, and for such matters as having to leave the desk for prolonged periods, should be covered. For use of those on desk duty at a later time, there should be instructions for recording answers to recurring or difficult questions or about material held for patrons. There also should be procedures for serving a person who requires extensive assistance.

Problem areas, too, should be addressed--providing assistance on school assignments; assisting parents who request materials for a child's school work; interpreting legal, medical, or financial information; recommending a product or a service; appraising books or antiques; assisting with genealogical research; or helping patrons with contest questions, cross-word puzzles, etc. Guidelines for assisting disabled users and procedures for making referrals to outside agencies or other libraries should be included.

Handling Complaints

There should be established routines for handling complaints. Most libraries require that certain types of complaints be referred to a higher level, but that even those handled routinely should be reported. A form designed to guide the librarian in recording information about the complaint should be provided.

Problem Patrons and Situations

Those who deal directly with the public experience a wide range of patron behavior. The majority of library users are friendly and appreciative of the assistance provided, or at least they deal with the staff in a businesslike manner. There are occasions, however, when librarians encounter rude, difficult, demanding, abusive, or even neurotic persons who usually are referred to as "problem patrons." Problem people and situations often are discussed in staff meetings. They are the subject of continuing-education activities as well, but guidelines for handling each type should be included in the reference manual. Since there may be city or university rules for resolving problem situations, consultation with outside authorities may be required in drafting such guidelines.

Emergency procedures concern the entire library and may be addressed in a separate manual. If not covered elsewhere, guidelines for handling these unusual situations are appropriate for the reference services policy manual, since it is often the public services librarian who must deal immediately with the situation. What does one do when a patron becomes seriously ill or falls and sustains injury? How does one proceed when there is a power failure at night and the library is filled with patrons? How does one handle a sex offender--a flasher, a peeper, a toucher, or one who makes verbal advances toward a child or adult? What does one do for the victim in such circumstances? Again, there may be city procedures which must be followed in emergency situations. Calling an ambulance directly rather than going through proper channels to do so may result in the librarian's being financially responsible for the service. We cannot be prepared for every emergency, but it is the responsibility of the library's administration to see that the staff is protected or advised by such guidelines.

Special Services

There should be guidelines for all special services offered; e.g., telephone reference service. The reference department must determine the types of questions which will not be answered or other limitations placed on the service. Some libraries, for example, do not read material that is longer than a brief paragraph or answer queries about medical, legal, or consumer matters, or answer questions using the city directory. Procedures also should be established for handling calls received at busy times. Other services which may require guidelines include interlibrary loans, queries through the mail, computer-based information services, and library orientation and instruction.

Recording Reference Statistics

Guidelines for recording statistical data for use in reviewing the services and in preparing annual reports must be established. Most libraries record statistics for the different types of queries asked and whether or not an answer was found. They also compile data about special activities such as use of electronic materials or orientation tours. The importance of accuracy and consistency in recording statistics is obvious, but a reminder in the manual still is appropriate.

Compiling and Updating the Policy Manual

Who is responsible for compiling the reference services manual? It may be prepared by the department head, a staff member in cooperation with others, or as a departmental project. Much of the content may exist in memoranda or as word-of-mouth policy, but the process of compiling a manual usually reveals the fact that staff members often make judgement decisions, since no policy exists on many issues. Judgement decisions must always be made and are a part of professional responsibility, but they also could result in inconsistencies in services provided. Decisions on policy frequently must be made at the top administrative level; all policy, of course, must meet with administrative approval.

Manuals of objectives, policies, and procedures do not remain static, for new situations continue to arise and often result in the amendment or abolition of old statements. A plan for review and revision should conclude the manual. It is a working document which reflects the philosophy of service and the procedures used to accomplish the objectives of the department. Its compilation, revision, and continued use are essential to good management.

*Reprinted from Texas Library Journal 63(Spring 1987): 30-32, by permission of the Texas Library Association; copyright 1987 by the Texas Library Association. Slightly updated.

Further readings:

American Library Association, Reference and Adult Services Division. Standards and Guidelines Committee. "Guidelines for Medical, Legal, and Business Responses at General Reference Desks." RQ 13(Summer 1992): 554-557.

REFERENCE COLLECTION DEVELOPMENT

For more than two decades, the library profession has emphasized the importance of collection development policies. Numerous programs, workshops, and articles have urged libraries of all types and sizes to draft policies and procedures on this important function. Most such statements mention the reference collection and affirm that principles set forth for the library as a whole also apply to this area. But developing the reference collection evokes enough unique problems to justify a closer look at questions which may arise.

Who Selects Materials

Who should select reference materials? The answer is obvious: reference librarians who know best what is required. Reference selection, of course, does not occur in a vacuum, but usually is coordinated with other acquisitions. If circulating books and other materials are chosen to meet a certain need, reference works in this area also may be required. The periodicals subscriptions list is related closely to reference work, since indexing and abstracting services provide access to serials. Government documents, pamphlets, and other informational publications which support reference services also must be considered when selecting the reference collection. Patrons, too, should have a voice. A user may request the library to purchase a Vietnamese-English language dictionary or suggest that the reference books on astronomy should be updated. The librarian should provide means by which users may indicate their special needs.

Subject Emphasis

Which subject areas should be emphasized? What can be covered adequately by one or two basic tools? One library may experience demands in area studies (current political, economic, social, and cultural information on foreign countries), but seldom receive queries on psychology. Another may be heavily used by students seeking literary criticism, but have few requests about music. Keeping a record for several weeks of the number of questions per subject area provides reliable data for policy decisions about subject emphasis. Demands, however, tend to change; what is popular one year may not be the next. Thus, the problem of collection emphasis is ongoing and variable.

Reference Collection Size

What size collection should a given library hold? The answer to this question reminds one of Abraham Lincoln's reply, when asked how long a man's legs should be: "Long enough to touch the ground." The library's reference collection should be large enough to meet most of the demands made of it. No library, regardless of size, holds the answer to all questions. If the collection frequently is inadequate, however, it should be enlarged, at least in apparent areas of weakness. There are no national, regional, nor state standards which prescribe the size of the reference collection, but one which remains useful, if outdated, is the 1970 British standard of 200 reference volumes per 1,000 population served.(1) Numbers are meaningless, however, if the collection does not meet the needs or the materials are out of date. The reference department should hold a working collection, tailored to meet current demands. Materials added should be carefully selected from reference works recommended by this and other standard guides and the review media. Outdated works should be weeded on a regular basis (See essay "Weeding the Reference Collection"). Every library should have a core collection, supplemented by additional works to meet known and anticipated needs.(2)

Reference Collection Budget

Should the library have a separate reference budget or should it purchase such books from the general fund? If the latter approach is used, a reference work is charged to the nonfiction budget which it concerns; e.g., an encyclopedia of baseball to sports. It is preferable, however, for the reference department to have its own funds, lest its needs be subordinated to other interests. Reference works usually cost more than circulating materials (current average is $50-$60 per volume for reference books); sets often are very expensive. A separate fund allows the reference librarian to make long-range plans; e.g., purchase one set of encyclopedias this year and another next. If the reference budget is separate, it is more likely to assure proper updating and growth of the reference collection.

What percentage of the materials budget should be set aside for reference? Again, there is no accepted standard which addresses the issue, since recent standards are qualitative, not quantitative. At least 10 to 15 percent seems a reasonable allocation, unless the reference collection requires extensive upgrading.

Reference Collection Content--What Is Appropriate?

As a rule, only those works which meet the conventional definition of reference books are placed in that designated collection. Exceptions are local history works which answer frequently asked questions. (Any such work placed in the reference collection, which otherwise would circulate, should be a duplicate, not the only copy.) An accepted definition of a reference book is a work on a subject or group of related subjects compiled in a format which facilitates ease in use--an encyclopedia, dictionary, handbook, etc.--or access tools such as an index to periodicals. Libraries often place an expensive book or set in the reference collection in order to prevent its circulation. This is an unacceptable practice. A non-circulating status can be given any book without placing it in the reference department. Reference books are made noncirculating in order to assure their availability for answering questions, not for protection.

This handbook is designed, at least in part, to assist libraries in building their reference collections. It is arranged by types of sources--guides and bibliographies; general works broken down by types, such as almanacs--or by specific field. The subject chapters usually are arranged by general sources for the field and then by narrower field within the field or types of sources. A suggested purchase plan concludes each chapter. These plans are suggestions only. The selector's primary objective is to choose reliable reference tools which satisfy the needs of the library's clientele. If this handbook does not identify a needed reference work, consult other guides, such as those listed in the "Guides and Bibliographies" chapter. The purpose of reference services is to answer questions; a well-balanced collection is necessary to implementing this function.

1. "Standards for Reference Services in Public Libraries." Library Association Record 2(1970): 53-57.
2. See Selecting and Using a Core Reference Collection, 2d ed., by Margaret Irby Nichols (Texas State Library, 1993).

WEEDING THE REFERENCE COLLECTION*

Recent library literature gives adequate coverage to weeding general holdings, but neglects the reference collection, especially in public libraries. There are several well-known books (1) and numerous journal articles which discuss research and weeding practices. Books on collection development also address the subject of weeding and present convincing evidence that the process is an essential indirect service. The practice not only saves space in crowded areas, but also makes the library more attractive, when faded and worn materials are removed. The disposal of outdated works also enhances the library's reputation as a source of current and reliable information. These works, however, focus on the entire collection, devoting scant attention to the special problems of weeding reference materials. Seldom do books and articles provide advice on how long to retain almanacs or when and how to dispose of older sets of encyclopedias (2).

A quality reference collection of authoritative and current works, selected to meet the information needs of the library's users, is necessary to provide effective service. Selection should be based on a written reference-collection-development policy, either as a subsection of general guidelines or as a separate entity. In addition to setting criteria for depth of coverage and selection, the policy also should indicate when to retire outdated reference materials. This may involve retention for a stated period of time, storage, removal to the circulating collection, or discard. Since different kinds of reference tools present a variety of problems, this essay focuses on suggestions for the development of weeding policies by source types. It should be noted, however, that each library has its own individual needs, which must be considered in making policy decisions.

Encyclopedias

Most libraries rotate the replacement of encyclopedias in order to have a reasonably current set at all times. Individual titles should be replaced with a new edition every 5 to 6 years. (Encyclopedia yearbooks usually provide excellent coverage of major events and scientific progress, but do not substantially update the parent set.) Outmoded sets may be circulated, but only if they are clearly labeled as containing some dated materials. An article on refrigeration in a ten-year-old volume, for example, is misleading, if not largely inaccurate. A printed or stamped message, stating that contents should be used with caution, since it may be obsolete, should be affixed to the covers and displayed elsewhere in each volume. The same treatment should be given other works removed from the reference collection and placed in circulation. It should be noted that the 9th and 11th editions of Encyclopaedia Britannica, published respectively in 1889 and 1910-11, are classics which, despite their age, usually are retained in a rare book or restricted area.

Almanacs and Yearbooks

Almanacs and yearbooks rarely are required after two years, since their use is primarily for the latest statistics, award winners, office holders, etc., but it is wise to keep older editions for at least five years. Holding several decades of the World Almanac or Statistical Abstracts of the United States serves no purpose for the small or medium-sized library. Historical data can be obtained from a large repository, if there is a need. Because of historical data, the Texas Almanac is useful over a longer period of time. Issues often include special features not contained in later volumes; e.g., pronunciation of Texas geographic names in the 1984-85 edition.

Dictionaries

Never discard an unabridged dictionary, unless it is too worn for use and can be replaced by the same edition. Desk-type works are useful in circulation, when a later edition is acquired. Language, of course, changes constantly; thus the library must acquire new editions of standard works. Since most dictionary publishers use a continuous-revision policy, the most recent printing always should be bought. Specialized dictionaries; e.g., those for slang, synonyms and antonyms, and abbreviations and acronyms, also should be kept current. Older editions, however, should be retained, at least as circulating copies.

Biographical Dictionaries

Most general biographical dictionaries are never discarded. If shelf space is limited in the active collection for older volumes of continuations such as Who's Who in America, storage becomes an option for libraries fortunate enough to have such a facility. New editions of works such as Webster's Biographical Dictionary normally supersede the earlier volume, which can be discarded or placed in circulation. The same rule can be applied to any reference work which is replaced by a later edition.

Directories

Directories, used for their current data, usually are discarded when a new one arrives. If space permits, they should be retained for three or four years. If the staff is uncertain about discard decisions, recording usage of older continuations is helpful in making policy. City directories, however, are an exception; they (along with all other works pertaining to local history and geography) should be kept indefinitely and often are on library want lists, if files are incomplete. Publicize the library's needs in the hope that community residents will donate copies found in private collections.

Atlases

Since political boundaries and place names change frequently, atlases should be replaced on a regular basis. Most standard works published in the United States are revised about every five years. Older editions, however, continue to have value for historians of the recent past. Separate retention is recommended, since most library patrons do not check copyright data and assume any work on library shelves to be accurate. Road atlases and other inexpensive works can safely be discarded when no longer current.

Humanities, Social Sciences, and Sciences

Subject dictionaries, handbooks, and other reference works on the humanities (art, music, literature, religion, etc.) should be retained indefinitely, but supplemented by newer works. Discard reference tools in the social sciences after ten to fifteen years, or when they manifest outdated theories and practices. Exceptions are Encyclopedia of the Social Sciences and its counterpart International Encyclopedia of the Social Sciences, since both contain significant historical data. Most reference works in science become dated in five years and should be discarded, but titles on botany and natural history are retained for longer periods. Needless to say, any volume found to be inaccurate should be weeded.

Indexes

Indexes to periodicals are kept so long as the library holds the materials they support. If a small library discards periodicals after five years, it need not retain indefinitely the Abridged Readers' Guide to Periodical Literature, unless it is used for reference in borrowing through interlibrary loan. Older editions of Granger's Index to Poetry should be kept, if they cite out-of-print collections still held by the library, which usually is the case. Bartlett's Familiar Quotations, in itself an index, also is not replaced by a newer edition. Each revision adds quotations, but deletes others.

Conclusions

Weeding is a problem primarily for small and medium-sized libraries. Large libraries discard few reference works, since historical materials may have research value for the scholar; moreover, large systems usually maintain storage facilities to hold older works for recall when needed. Smaller libraries which rely on a working collection to provide reference services must develop a procedure for maintaining a reliable reference library. Policies must be carefully drafted by personnel who know the information needs of the library's users, and guidelines should be frequently reviewed. The systematic removal of that which is obsolete or inaccurate is an essential process for maintaining an effective reference collection.

1. Two standard works on the topic are: Stanley J. Slote, Weeding Library Collections, 3d ed. (Libraries Unlimited, 1989); and Joseph P. Segal, Evaluating and Weeding Collections in Small and Medium-sized Public Libraries: The CREW Method. American Library Association, 1980. (Also published as The CREW Manual, Texas State Library, 1976).

2. An exception to this statement is William A. Katz, Introduction to Reference Work, Vol. I, Basic Information Sources McGraw-Hill, 1982), pp. 58-60; Katz includes a short discussion on weeding reference collections and provides general criteria and suggestions for developing a weeding policy. Two articles which

address weeding in the academic library's reference collection are: Eugene A. Engeldinger, "Weeding of Academic Library Reference Collections: A survey of Current Practice," RQ, 25:366-371 (Spring 1986); and Kathleen Coleman and Pauline Dickinson, "Drafting a Reference Collection Policy," College & Research Libraries, 38:227-33 (May 1977).

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LEVELS OF REFERENCE SERVICE

How much assistance should a library's patron receive? Should the librarian merely suggest possible sources or assist the user in finding the information? Should the librarian provide answers, or at least the sources that contain them? Service philosophy may differ from one library to another or even from one librarian to another.

For some sixty years, or at least since the publication of James I. Wyer's pioneer textbook on reference work, the literature has described three levels of service: conservative or minimum, moderate or middling, liberal or maximum.(1) Minimum service may be defined as helping the patron to help himself or herself. The librarian directs the user to a section of the library or a specific work, but does not join in the search. If moderate service is provided, the librarian not only suggests specific tools, but also instructs the patron in their use. This usually means that the librarian assists in the search until the patron appears able to function alone. The librarian may return to check on the user's progress or to determine if further help is required. To render maximum service means that the librarian does the search and finds the appropriate material or answer. Few libraries, of course, limit their service to any one level.

One librarian may see his or her role as that of a teacher who is attempting to guide the patron until he or she becomes an independent library user. Another may believe he or she should help the helpless, but give directions only to those who are more capable or experienced. Some give maximum service, because they have little faith in the patron's ability. In most cases, however, the librarian gives regular patrons suggestions about where to look for data, but may guide the less experienced through the search. For others, who seem incapable of conducting an independent investigation, the librarian provides sources or answers to fact-type queries.

Inconsistencies and confusion are the inevitable results of a duel philosophy. The librarian may assume incorrectly that a given user can do his or her own search. If the suggested sources does not bear fruit, the patron may leave the library without an answer and feel resentment over lack of service. The patron may have seen others receive help and wonder why it was not forthcoming in his or her case. Why does one librarian provide maximum service, while another assists with the search, but does not provide answers? Why does the telephone inquirer receive a fact-type answer while the one who is there in person does not get the same service?

Time of day, the demands of the moment, the librarian's mood, all affect the level of service. Even those who normally provide moderate service may find it difficult to do so a few minutes before shift change or closing time. Giving maximum help to everyone during a rush period would be frustrating to those waiting to be served. The librarian usually staggers service to users, giving each a start with assurance of additional help later. Busy times also frustrate the librarian who prefers to complete one transaction before turning to the next. Most librarians provide better assistance on days when they feel well or have not had to contend with problem patrons. Those who work with the public usually encounter rude, demanding, and/or disturbed persons on a daily basis. It also is difficult, if not impossible, to provide the same quality of service to the problem patron as to the person who treats the librarian with courtesy and shows appreciation.

Is moderate service to be the norm, with other levels provided when the situation warrants more or less involvement? That appears to be the most practical approach for small and medium-sized libraries. Many librarians acknowledge that most patrons require more than minimum aid. To the average user, even the smallest library is complex. Most patrons need assistance beyond mere suggestions of where information may be found. To give the user assistance in determining proper tools, as well as instructions in their use, is a necessity for most reference patrons. The librarian also should leave the patron with the assurance that further help will be provided if there are difficulties. "Let me know if you run into problems," is reassuring to the inexperienced user and expresses the librarian's interest in satisfying the need.

The level of reference service the staff hopes to provide should be stated as an objective in the policy manual, which is discussed in another essay, "The Reference Services Policy Manual." The process of determining the library's philosophy of service is beneficial to the library as a whole and should involve the library director and other key personnel, and, in some cases, the library board. Involving the latter group makes its members more aware of the library's role in the community and of personnel needs to carry out its objectives. An honest exchange of ideas, philosophies, and differences, followed by a consensus, will create unity of purpose and strengthen convictions. A clearly stated service objective also tends to assure consistency in providing services and improves staff morale. Job satisfaction is important to any employee, and reference librarians who clearly understand what is expected of them are likely to feel more secure in their work.

The reputation of the library depends largely on the quality of its reference service. Patrons who receive helpful assistance at the reference desk usually will recommend the library to others and support it during a financial crisis or bond election. Every library, therefore, should give serious consideration to its philosophy of service by setting standards toward which its staff may strive.

1. James I. Wyer. Reference Work: A Textbook for Students of Library Work and Librarians. American Library Association, 1930.

Further readings:

Bunge, Charles A. "Planning, Goals, and Objectives for the Reference Department." RQ 23(Spring 1984):306-315.

Katz, William. Introduction to Reference Work, Vol. 2: Reference Services and Reference Processes. 5th ed. McGraw-Hill, 1987.

Rettig, James. "A Theoretical Model and Definitions of the Reference Process." RQ 18(Fall 1978): 19-29.

THE REFERENCE INTERVIEW

Reference service is defined as the personal assistance a librarian gives users who need information. To provide help, the librarian must determine what the patron wants to know. This dialogue between the user and the librarian is called the reference interview.

Conducting a successful interview is essential to providing good reference service. All questions asked at the reference desk, however, do not require an interview. Since the desk is accessible and staffed by a library employee, patrons often ask directional questions: "Where is the photocopier?" or "Where is the catalog?" Many queries are ready-reference questions, asked in a straightforward manner: "What is the address of the American Cancer Society?" or "How do you spell Dostoyevsky?" Other requests, however, require clarification. The user may ask a general question when specific data are sought, or the type or amount of information may not be stated. The question may be so poorly phrased that the librarian does not understand what is needed. Under these circumstances, the librarian must discuss the need with the patron before help can be given.

The general question or poorly phrased request often occurs when the patron is an inexperienced library user. The general public does not understand the role of the reference librarian and often is unsure whether it is appropriate to ask for assistance. The user may be self conscious about his/her lack of library skills and believe that asking for help is an admission of ignorance. Some fear the librarian will consider their question too simple and a waste of time, while others may lack faith in the librarian's ability to locate an answer. These and other facts may complicate communication between librarian and user.

The first step toward a successful interview is to make the patron feel comfortable. A smile, eye contact, and a pleasant demeanor, all positive body-language signals, usually put the user at ease. If the librarian is approachable and appears willing to provide assistance, the patron is more likely to respond openly to questions asked.

The librarian should ask open questions which encourage the patron to discuss the need. "What would you like to find out about high blood pressure?" or "Where did you hear about Pervasive Delayed Development?" These types of questions are more likely to solicit needed information than, "Are you writing a term paper?" The latter is a closed question which can be answered "yes" or "no." Open questions facilitate the dialogue. A two-part question may help the user to see that there are different aspects of the query which could be persued: "Are you looking for information on the treatment of high blood pressure or do you want an explanation,of the disease?" The "this or that" type question does, however, place the librarian in control of the interview and could lead the patron away from the real need. The open question generally results in a more productive interview. The librarian continues to ask questions until he/she understands the patron's problem.

Closed questions, or those which require only a "yes" or "no" answer, are appropriate to use in verifying an understanding of the need. "As I understand, you need information on the economic conditions and social problems in Costa Rica. Is that what you wish to find?"

During the reference interview, the librarian seeks to determine the exact topic and what the patron wants to know about it. Other information, moreover, may be required; e.g., some users may have a preconceived notion about the type of material they want. Some prefer books that can be checked out, while others want periodical articles which can be photocopies. The request, of course, may not be answerable in the preferred format. The amount and level of material may be an important factor. One user may prefer one good source which provides in-depth treatment of the topic; another may seek a body of material which includes varying viewpoints. School assignments may require designated types of material and a minimum number of sources. If interlibrary loan is required, the librarian will need to know when the information is needed. To have a successful interview, one must ask these and other relevant questions in a tactful, friendly manner.

Attentive listening also is important to the successful interview. The librarian who lacks a knowledge of basic listening skills should make a conscious effort to learn them. A good listener tries to ignore distractions and listens for specifics, such as key words and meaningful details. Interrupting the user before he or she has finished or jumping to conclusions about the request are faults often displayed by reference librarians. Even during rushed periods, time is saved when the librarian permits the user to discuss the need.

Paraphrasing or summarizing the request is a useful technique which not only indicates the librarian's understanding of the problem, but reveals misunderstandings, if they should occur. Librarians often write down terms, key words, or names, making sure of correct spellings, before the search begins. Attention to detail is reassuring to the user, since it conveys interest in the project.

The reference setting may hinder the interview. A patron is less likely to speak freely, especially if the need is personal or sensitive, when other library users can overhear the conversation. The librarian should think of ways to provide more privacy. Rearranging the furniture may help to solve the problem. To walk the patron toward the catalog or stack area while discussing the need may help to provide privacy.

Since a successful interview is essential to good reference service, it is imperative that librarians develop effective skills. Attending workshops, training sessions, and conferences, reading the literature, and observing successful reference librarians, all are helpful in learning and refining such techniques. An inadequate interviews is frustrating to the library user and creates an obstacle to good service.

Further readings:

Jennerich, Elaine Z. and Edward J. Jennerich. The Reference Interview As a Creative Art. Libraries Unlimited, 1987.

Katz, William. Introduction to Reference Work, Vol. 2: Reference Services and Reference Processes. 5th ed. McGraw-Hill, 1987.

Mathews, Anne J. Communication! A Librarians Guide to Interpersonal Relations. American Library Association, 1983. pp. 1-29

ANSWERING REFERENCE QUESTIONS

Answering reference questions is problem solving. The patron makes an inquiry, and the librarian, having clarified it through an interview (See essay "The Reference Interview"), attempts to solve the problem. The search strategy, as Katz explains, "is tantamount to making a hypothesis and then testing its validity through the search."(1) If the first attempt fails, the investigator decides which source to try next and continues this procedure until he or she finds the answer or abandons the search.

Many queries have obvious solutions. The experienced librarian, for example, knows that Statistical Abstracts gives the average annual income of farm workers, that Texas Almanac provides a brief history of the Republic of Texas, and that the Encyclopedia Americana probably will contain a plot summary of The Count of Monte Cristo, as it does many literary classics. Not all questions, however, have easy solutions; a difficult search may require a careful analysis, further discussion with the patron, and/or consultation with a colleague. By obtaining further information about the problem, the librarian may learn of a date, proper noun, term, synonym, or other data fragment which will give the search a new direction or simplify the problem. The patron does not withhold information just to be secretive, but because he or she is unaware of its significance to the search.

Many times each day librarians locate information about topics of which they have had no previous knowledge. It is not essential, of course, that the librarian know the subject field in which he or she is digging, although it is a decided advantage. The librarian's expertise, like that of the historian or lawyer, lies in the ability to find information (the search), not in the information itself, but he or she must have an extensive knowledge of reference materials.

Since reference books come in different forms, the librarian must understand the function of each type. Access tools--bibliographies, indexes, the library's own catalog, and the holdings of other libraries--are all bridges to information. Other types of reference books are ends in themselves, in that they contain information. General encyclopedias, like Encyclopedia Americana and World Book Encyclopedia, are ideal reference tools, since they contain survey articles on numerous topics, explanatory material, and data on people, places, and historical events. Specialized encyclopedias, which may be single or multi-volume works, focus on an area--McGraw-Hill Encyclopedia of Science & Technology--or a specific subject--Encyclopedia of Pop, Rock and Soul--and provide more detailed accounts on the topics than those found in general sets. Dictionaries analyze words; general English-language dictionaries supply pronunciations, definitions, etymologies, and other data about the language; special-purpose dictionaries (which supplement general dictionaries) treat special categories of words such as slang, synonyms and antonyms, or the historical evolution of the language. Subject dictionaries define specialized or technical language for a given field; e.g., Dictionary of Banking and Finance.

Biographical sources provide information on notable persons, past and/or present, in data-type entries or essay format. Geographical sources--atlases, gazetteers (dictionaries of place names), and travel guides--are supplemented by individual maps. Thematic atlases focus on historical periods or use maps to display economic and social data. Fact sources--almanacs, yearbooks, directories, handbooks, and manuals--are valuable quick-reference works. One of the first decisions the librarian makes, often during the interview itself, is which type is most likely to be helpful. At the same time, a specific title usually comes to mind.
The experienced librarian does not rely on the title alone to determine the work's form and usefulness. Terminology used in reference-book titles varies and does not always coincide with the above definitions. Dictionary of American History uses "dictionary" in its title to indicate that short entries are alphabetically arranged. The Encyclopedia of World History is not a work containing survey articles, which the title might imply, but a chronology with concise information about historical events.

Librarians must examine individual reference works in order to learn the scope of each, its special features, level of information, and overall usefulness. Even thirty minutes spent in examining a reference source gives the librarian an introduction to it, and continued use will instill familiarity with its utility. If the librarian does this with all new acquisitions, it becomes a useful habit. Older and seldom used sources may become working tools, if one spends the time to learn about them. The learning time may also lead to the discovery of inaccurate or dated sources which should be weeded.

Currency is essential to accuracy in answering reference questions. The librarian must always use the most recent data the library holds unless historical information is sought. If the librarian questions the currency of an answer, the patron should be warned of the possibility of inaccuracy. The edition of an almanac for a given year goes to press during the preceding year and lists information that is correct at that time. The librarian would be aware that the name of a national office holder has changed, but other changes might not be so obvious. Had the question concerned the office holder's salary, which is not generally known, the librarian might supply an out-of-date figure without questioning its accuracy.

How long should the librarian spend in seeking an answer? Some libraries set a limit and will not spend more than twenty or thirty minutes on a query. Some leave this decision to the judgement of the librarian. If this is the case, the librarian should be mindful of the needs of others, however stimulating the challenge may be, and set reasonable limits. The patron always can be referred to another library or information service, if that seems appropriate. When a questions goes unanswered, the librarian should record it, the patron's name, and his or her telephone number, so that the answer, if ever found, can be reported. If questions on the topic recur, an efforts should be made to obtain sources which address the need.

When involved in a difficult search or one that requires the examination of numerous sources, one should keep a list of works checked. This practice keeps the librarian from searching the same source again and will provide useful information to another staff member, if he or she continues the search. If the librarian believes a specific source may contain the answer, he or she should check all possible subject or index headings. A case in point is that of a librarian in search of folk beliefs about a baby born with teeth. She believed that it would be found in a standard folklore dictionary. When nothing appeared under the expected headings--"teeth", "birth," or "babies,"--she looked under "born with teeth" and found the answer.

A resourceful reference librarian may resort to unconventional sources to answer a reference question. One librarian used an advertisement in the telephone book's yellow pages to find the spelling of "Naugerhyde," a brand name not included in the dictionary. (Some common brand names, like Kleenex, are listed in some dictionaries.) The same source supplied another librarian the name of a medical specialty; the word "nephrology," for kidney specialist, is provided in the yellow-page section under physicians.

A reference librarian's principal responsibility is to assist the patron in finding needed information. At times the work is routine and repetitive, but it is often challenging and enlightening. Many people become reference librarians because they enjoy the search and like people, despite their foibles, and sometimes because of them. These attitudes, plus attributes of an open mind and a desire to be helpful, will go a long way toward creating a successful and happy reference librarian.

1. William A. Katz. Introduction to Reference Work, Vol. II: Reference Services and Reference Processes. 4th ed. McGraw-Hill, 1982, p.75.

Further readings:

Benson, James and Ruth K. Maloney. "Principles of Searching," RQ (Spring 1975):316-320.

Josel, Nathan A. "Ten Reference Commandments." RQ (Winter 1971): 146-147.

PROBLEM PATRONS AND SPECIAL SITUATIONS

The problems reference librarians frequently encounter fall into two broad categories: those caused by people and those evoked by questions. Some patrons are difficult to serve, because they are rude, demanding, abusive, or neurotic; others require special assistance because they are handicapped, elderly, underprivileged, or cannot speak English well enough to express their needs. Question problems and situations vary widely, ranging from requests for potentially dangerous information to unrealistic school assignments, and from interpretation of medical or legal material to advice on consumer products or services. There may be requests from a collection agency, seeking the telephone numbers of "nearbys" (former neighbors of debtors whose current addresses are unknown), or from a parent preparing his or her child's school assignment. Guidelines, policies, and procedures should be developed on these and other problem situations which the reference librarian encounters.

Difficult Patrons

Most patrons are cooperative, friendly, and appreciative of assistance, or at least accept it in a business-like manner. A small minority, however, cause problems. Some expect help beyond what the profession considers as proper. A lazy student may want assistance in writing a paper; a prominent citizen (or one espoused to such a notable) may regard librarians as secretaries or expect their needs to be placed above those of others. In such cases, the librarian should tactfully explain the reference services and his or her role in performing them. It is in the library's best interest, of course, to maintain good relations with everyone, especially those who can influence library affairs.

Rudeness or abusive treatment should not be tolerated. The librarian is within his or her rights to insist upon courteous demeanor from everyone. "When you can discuss your needs in a civil manner, I shall be happy to assist you," spoken in a calm, even voice, is an appropriate response in this situation. The librarian, of course, should never treat rudeness in kind.

Neurotic persons, who often exhibit paranoid characteristics, also may be demanding and rude. In dealing with such patrons, a calm manner and quiet voice again are required. If efforts to abate irrational behavior fail, the librarian might suggest that the person leave and return when he or she feels better. "We all have days when everything seems to go wrong," is a reassuring response which allows the person to make a graceful retreat without feeling threatened. It also is appropriate to say, "That kind of behavior is not permitted in the library." Such statements should make it clear that the rules apply to everyone. Above all, the librarian should not lose control of the situation. If all else fails, he or she should call the proper authorities and turn the matter over to them.

Patrons under the influence of drugs or alcohol may display behavior similar to that of a neurotic. They, too, can be easily provoked and become violent. The librarian, therefore, should not attempt to reason with a drunk or drugged patron, but call the appropriate city service, usually the police department, for help.

People with Physical Disabilities and Others Who Need Assistance

Other patrons may need special assistance, due to a physical condition--someone in a wheelchair, walker, or on crutches, someone who is deaf, blind or partially sighted. Perhaps the reference librarian can remove materials from a high shelf or carry a heavy volume to the study table, but a back-up arrangement should be available for use during a busy period or for other types of assistance. Aid may come from within the library, from volunteers, or from an external agency. All available resources should be investigated and policies and procedures formulated for their quick deployment.

Special equipment, such as the Kurzweil machine for the blind, also should be acquired through grants, donations, or purchase. Sensitivity-training workshops, popular a few years ago, have provided librarians with insights into problems of people with physical disabilities. Reference librarians are urged to acquire such training and to learn sign language in order to communicate with the deaf. If other staff members have signing skills, they may be called upon to serve as interpreters. The elderly, who often suffer from more than one infirmity--loss of hearing, poor eyesight, a crippling disease--may require assistance. Their needs, too, should be addressed in policies and procedures. Not only should the library assist persons with special problems, but make every effort to bring them within its purview.

Communication Problems

Few librarians speak a second language, thus assisting patrons with little knowledge of English presents a challenge. The reference desk should employ the talent of anyone--staff or volunteer--able to assist. In an area where a number of people speak a second language, reference books in that language--encyclopedias, dictionaries, atlases, etc.--should be purchased. The library should adapt itself to the community, not the converse.

Problem Questions

Questions asked at the reference desk also may pose problems. Some patrons request information which is potentially dangerous. A teen-ager seeks instructions on how to construct an explosive device; a child wants to know how firecrackers are made; a man asks what poisons are tasteless to humans. It is not the librarian's prerogative to withhold any information in the library or to question how it will be used. Libraries, of course, contain a vast amount of data which could be used in an illegal or immoral way. The woman who seeks recipes for highly spiced food may plan to poison her husband; conversely, the young man who requests instructions for performing an abortion may be a pro-life advocate who wishes to refute the arguments of the opposition. The librarian's role is to help patrons find information, not to withhold it, nor sit in judgement upon its use.

School Assignments

School assignments present a variety of problems. Twenty-five students seek material about an obscure topic; the assignment is unclear; the teacher prohibits use of the encyclopedia, the library's only source on the subject. Professional literature, conference programs, and informal discussions report numerous approaches to cooperation with local schools, with varying degrees of success. Prior notice of all assignments involving library use is the ideal. At lest one Texas public school system requires its teachers to fill out an assignment-alert form for both school and public libraries. Prior notice allows the library time to clarify vague assignments, to check their holdings, and to report lack of material, if that is the case. The library may provide students with a form certifying thay it has no information on a particular topic (or that all materials held are checked out), an arrangement which not only gives the student an excuse for failing to complete the project, but carries a subtle message that topics should be cleared with the library before they are assigned.

Parents who do their children's homework create another problem for librarians. That doing research for a paper is part of the assignment does not seem to occur to the parent. The librarian, however, should not reveal his or her disapproval, since responsibility again is to serve the patron, not to express ethical judgments. The parent may lack a clear understanding of the assignment. Unless the librarian has helped others with the same project, he or she may be unable to assist. Under these circumstances, it is proper to suggest that the student come in person to clarify the matter.

Medical, Legal and Consumer Questions

Librarians, of course, should exercise caution when providing medical or legal information. Being neither a licensed physician nor an attorney, the librarian should refrain from any comments that could be construed as advice or interpretation of information. One should provide the requested material, whenever possible, but allow the patron to make his or her own use of it. In some cases referral to other agencies may be appropriate. If the question concerns cancer, for example, the librarian might suggest the local American Cancer Society as a source of recent data or refer the user to the Society's toll-free number. Persons wishing to select a doctor, dentist, or attorney might be referred to the local professional association.

Librarians may be asked to recommend a commercial service--a plumber or mechanic. Lists of available services may be furnished, but recommendations based on personal experience are inappropriate. When asked to recommend an encyclopedia, dictionary, or other reference tool for home purchase, the librarian should supply only published evaluations or reviews. Many factors are involved--ages and needs of users, the amount of money to be spent, etc.--which would require the librarian to make a value judgement. Again it is advisable to let the patron make his or her own choice.

City Directory Queries

City directories, both current and retrospective, are useful reference tools which should be selected and retained in all public libraries. Their use, however, may cause a problem. Directories include a crisscross section, which enables the user to determine who lives at any address. Bill collectors looking for debtors who have moved attempt to trace them through former neighbors. They use the WATS line to call local libraries (from New York or elsewhere) to learn names and telephone numbers of "nearbys," thereby tying up the librarians' time and telephone lines for extended periods. Many librarians regard this practice as a misuse of telephone reference services, which are supported by local taxpayers, and either refuse to supply the requested information or provide only a few names and numbers. Some libraries, however, cite the freedom of information philosophy as justification for whatever is requested. In either case, the directories are on open shelves and available to any library walk-in.

Genealogical researchers may ask for information contained in older city directories via telephone. Since these works often are held in storage or rare-book collections, the request may require time away from the reference area, an inconvenience to a busy staff. Some libraries require that such inquiries be made in writing, thus permitting the librarian to fill the request at his or her convenience.

Conclusions

Decisions on how to deal with the problems herein addressed, as well as others which might arise, should be recorded in the reference policy manual, discussed in another section, "The Reference Services Policy Manual." All problem people and special situations should be handled consistently, fairly, and judiciously, which the manual helps to assure.

Further readings:

Grotophorst, Clyde W. "The Problem Patron: Toward a Comprehensive Response."
Public Library Quarterly. 11(Winter 1979): 345-353.

Patron Relations: A Survival Manual. Bobbie L. Turner and Rondi Downs, comps.
Yakima Valley Regional Library, 102 North Third Street, Yakima, Washington 98901.

Problem Patron Manual. Marion Brown et al, comps. Schenectady County Public Library,
Liberty & Clinton Streets, Schenectady, New York 12305.

BUILDING LOCAL INFORMATION FILES

Public libraries receive frequent inquiries about local and regional history, asking for facts which are seldom found in general reference works. The reference staff, who utilize the data and have expertise in organizing and indexing files, usually are responsible for collecting and arranging this type of information. All such projects, of course, should be coordinated with local historical societies and museums.

Among the projects common to libraries are the collecting of books and pamphlets on the history of the area; indexing of local newspapers, magazines, and other serial publications; building clipping files, developing card or computerized files of factual data; gathering of city directories (current and retrospective), old telephone directories, and directories of churches, civic organizations, and interest groups. Archival materials may be given to the library, if there are no other facilities where such materials may be deposited. These materials include: records of city and county governments, private correspondence, diaries, memoirs and other papers; memorabilia, photographs, minutes of local clubs, etc. This essay, however, will not deal with archival management, a highly specialized topic which should be addressed by a professional in that area.

Texas has numerous local historical societies, and many have produced creditable histories of their areas. The Texas Centennial of 1936 and the Sesquicentennial of 1986 also generated many projects which resulted in published books, pamphlets, and articles. The quality of such studies, of course, is uneven. Regardless of quality, however, all local histories are unique sources which the local library should acquire. Even works which are narrative histories are placed in the reference collection, since they may contain information not available in any other format. Additional copies should be in a rare-book or other protected collection, but when enough copies exist, they should be circulated.

City, county, and area newspapers are rich sources of current and historical information about local people and events. If a researcher wanted to learn when the local school system was integrated, why the hospital was closed in 1936, or the results of a devastating courthouse fire in 1956, the newspaper is the most likely starting point for the investigation. Many libraries hold significant newspaper files, sometimes more complete than the newspaper's own morgue. Microfilm copies are the most practical format for current use. Since most newspapers now microfilm their own files, copies may be purchased from them at reasonable cost.

Indexing retrospective newspaper files is costly and time consuming, because it must be done by experienced indexers. The librarian should obtain expert advice before undertaking any such project. Many libraries index current newspapers on a continuing basis. The usual approach is to be selective in the data included--births, marriages, obituaries, actions of government bodies and boards, large scale catastrophes, activities of community leaders, etc. Competent volunteers sometimes work under the direction of the reference staff, but regardless of who does the work, it should be scheduled on a weekly or monthly basis; constancy is essential to the success of such a project. The indexing of any other local publications should be handled in a similar manner. Microcomputers are ideally suited for creating such in-house files.

Many libraries develop clipping files instead of (or in addition to) indexing newspapers. The obvious advantage of a clipping file is that it contains the article itself instead of a reference to it. The principal disadvantage is that clippings are easily lost or misplaced. Clipped articles, which usually concern people, events, board actions, and the like, are placed in file folders, labeled with appropriate subject headings, and housed in filing cabinets. Articles may either be the original (usually mounted on plain paper) or a photocopy. The latter format is recommended, because it requires less preparation time and is longer lasting. Newsprint deteriorates rapidly, even when kept in a filing cabinet.

Card or computerized files should be developed which contain answers to questions often asked about the area: historical dates and pertinent facts about important events; biographical information about prominent citizens, past and present; records of sports events and championships; and lists of local award recipients. Current information might include names and addresses of members of the city council, commissioners court, school and other boards, with their meeting times; lists of key organizations and their officers; lists of local ministers and their churches. Files which list government services--Social Security, Internal Revenue Services, Public Welfare, Health and Human Services, etc.--also should be kept. The kind of information most often requested indicates the types of data which should be placed in the file.

City directories, discussed in the essay on "Problem Patrons and Special Situations," provide valuable historical and genealogical information--names, addresses, children, occupations, etc.--about local residents. Old telephone directories and directories of churches and organizations have a similar function. Such works, often found in attics and old homes, come to the library via donations.

The public library is a logical place for history to be gathered, organized and dispensed. Thus the librarian, often by default, functions as local historian. By collecting local history, one person wrote: "We will have acquired a real treasure for our institution, especially if we approach our task with some planning and organization."(1)

1. Enid T. Thompson. Local History Collections: A Manual for Librarians. American Association for State and lOcal History, 1987. p.9.

Further readings:

Cleveland, Donald B. and Ana D. Cleveland. Introductin to Indexing and Abstracting. 2d ed. Libraries Unlimited, 1990.

Thompson, Enid T. Local History Collections: A Manual for Librarians. American Association for State and Local History, 1978.

ELECTRONIC REFERENCE SOURCES

Computerized search services, as they have evolved over the past twenty years, are primarily those which utilize remote, dial-up databases in computerized form, or databases on CD-ROM which are searched on the library's own microcomputer. Libraries that offer dial-up retrieval systems through DIALOG or other vendors require hardware (terminal or microcomputer connected via telephone lines to a large computer at a remote location where the database is held), software (programs to conduct the searches), and an account with a vendor or the producer/distributer of the databases. Databases on CD-ROM, a newer development in information retrieval, are searched on site from a peripheral device attached to a personal computer. The CD-ROM (computer disk/read memory), also called compact disk, prints and reads by laser beam. Sizes vary, but a typical disk can store about 250,000 pages of data. Videodisks are a similar form which can store pictures and graphics; CD-I (compact disk-interaction) store texts as well as video and audio.

In the past databases were searched primarily by the staff, but currently there is a growing trend toward services searched by the end user (the library patron) utilizing a "user-friendly" menu, which leads the user through the steps of the search, and/or with instruction and assistance by a library staff member. When such services are offered, it is essential that staff members have an extensive knowledge of all electronic services the library offers.

Electronic reference sources are of two types: reference and source. Those described as reference databases contain bibliographic citations to periodical articles, research reports, books, and other materials, often with abstracts. Some also include full-text of selected documents cited. Source databases are full-text and contain the content of such information sources as encyclopedias, directories, and dictionaries. In other words, reference databases cite where information can be found and may include some information cited, while source databases contain the information itself.

Examples of reference databases include ERIC, which parallels the printed sources Research in Education and Current Index to Journals in Education, and WILSONLINE, which includes Readers' Guide to Periodical Literature, Education Index, General Science Index and other indexing services published by the H.W. Wilson Company. InfoTrac CD-ROM Database is an example of a reference database with some full-text capabilities. Columbia Granger's Index to Poetry, not only indexes collections of poetry, but also contains full-text of the most popular collections.

Full-text source databases include the contents of encyclopedias, such as New Grolier Electronic Encyclopedia, and Information Finder, and numerous other types of information sources. Others may contain statistical data such as that produced by the Census Bureau. Some source databases, such as those for some encyclopedias, include graphics and sound. In other words, the searcher can see pictures of Martin Luther King and Chopin, as well as hear the former's "I have a dream" speech in his own voice or examples of the latter's music.

Electronic services offer the advantages of speed and convenience. When there is scant information on an obscure topic which would take a long time to search manually, data often can be found quickly in an electronic database, which has the capability of searching vast amounts of information and pin pointing that which is sought. Reference databases covering periodical formats contain a span of ten to fifteen years or more, which is searched simultaneously; a manual search of that magnitude would require the searcher to look in as many different volumes. The search also produces a bibliographic printout, which would have to be compiled by hand in a manual search.

The electronic service offers other important advantages. Terms used in abstracts, titles, or other fields can be searched, not just those terms assigned as subject headings. Combinations of terms, requiring that the search identify items which treat several aspects of a topic in the same document can be searched in seconds, a process which is virtually impossible to do by hand.

Online databases are more current than their printed counterparts, since they are updated weekly, biweekly or monthly. The library using search services also has access through a vendor to all databases it includes, thus greatly expanding the library's holdings in indexes, abstracting services, directories, and other reference tools.

There also are disadvantages to electronic services. Equipment is expensive and often must be dedicated to one service, such as a CD-ROM product. Special devices can be purchased which permit the user to search several CD-ROM products on a single computer. Some vendors require that subscribers purchase a computer dedicated to their product as a part of the subscription. The products themselves are expensive. H.W. Wilson services cost over $1,000 per year in subscription costs. Most CD-ROM products of source databases are priced at $800 or more, but many are one-time purchases which do not require an annual subscription fee. The services also require a great deal of staff time in patron instruction and equipment maintenance.

Thousands of databases are available from throughout the world, but libraries consistently use a relatively small number. Among the most popular reference databases are ERIC, available both in CD-ROM format and through vendors such as Dialog, which is relatively inexpensive and covers a wide range of topics on education and related areas; MEDLINE (Medical Literature Analysis and Retrieval System Online), a major source for health and medicine, also available in both formats; InfoTrac, a CD-ROM produce which indexes popular and business periodicals; NewsBank, and Facts on File, also CD-ROMs which provide abstracts of national and world news; and ABI/INFORM, a business database which has no printed counterpart, available online or on CD-ROM.
The cost of online database searching through DIALOG and other vendors is determined by a number of factors. In addition to purchasing appropriate equipment, the user must pay other fees. Telecommunication cost (lines used to carry on a conversation or dialog between the searcher and the computer) are by the minute, at $5 to $7 an hour. The charge for each search includes the time connected to the computer, based on the hourly fee charged for the database used (from $35 to more than $100 per hour, with $60 per hour the average). Some vendors add a charge for the number of citations displayed or printed. Most searches, however, cost less than $25, but an extensive investigation may cost many times that amount.

Many CD-ROM products are sold on an annual subscription basis, especially those which provide indexing to periodicals and other materials. Subscribers, however, may also have access to an online database containing more current information than that contained on the CD-Rom which is sent to the library monthly, quarterly, or annually.

A few years ago it was difficult to find database evaluations, but reviews now are common. Reviews of vendor products and CD-ROM services are a part of the reference review section in RQ. Library Journal also has a regular column which reviews CD-ROM reference products. Online, Database, and Online Review, the three basic journals for the field, also contain CD-ROM and other database evaluations.

The online and CD-ROM environments may confuse the librarian who is new to these technologies, for even experienced professionals find it difficult to keep abreast of the rapid changes. At professional meetings such as the Texas Library Association and American Library Association annual conferences, programs are offered on current developments in electronic reference services, and vendors are present in the exhibit hall to demonstrate their products and offer hands-on experience to conference attendees. Training sessions sponsored by vendors, database producers, and user groups are available to those who wish to learn basic skills or expand their knowledge of searching. Workshops, such as those provided by the library systems and the Texas State Library, often concern electronic services. Many CD-ROM producers offer free trial subscriptions to their products and provide hardware and software, along with on-site demonstrations and instruction manuals. Traditional reference sources remain essential in providing services, but we are impelled to explore these new formats in order to meet the growing needs of our patrons.

Further readings:

Batt, Fred. Online Searching for End Users. Oryx, 1988.

Katz, William A. Introduction to Reference Work. 2 vols. McGraw-Hill, 1987.

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